ST/SGB/2000/2
1 January 2000

United Nations

STAFF RULES

STAFF REGULATIONS OF THE UNITED NATIONS AND STAFF RULES 200.1 TO 212.7 APPLICABLE TO TECHNICAL ASSISTANCE PROJECT PERSONNEL

SECRETARY-GENERAL'S BULLETIN

ST/SGB/2000/2
1 January 2000

United Nations

STAFF RULES

STAFF REGULATIONS OF THE UNITED NATIONS AND STAFF RULES 200.1 TO 212.7 APPLICABLE TO TECHNICAL ASSISTANCE PROJECT PERSONNEL

SECRETARY-GENERAL'S BULLETIN

SECRETARY-GENERAL'S BULLETIN

STAFF RULES — 200 SERIES

The Secretary-General, pursuant to staff regulations 12.2, 12.3 and 12.4, hereby promulgates the following:

Section 1

Revised edition of the 200 series of the Staff Rules

1.1 The revised edition of the 200 series of the Staff Rules, applicable to project personnel specifically recruited for service with technical cooperation projects, is attached to the present bulletin.

1.2 The revised edition incorporates amendments to the 200 series of the Staff Rules that have been published since the last revised edition, which was promulgated by Secretary-General's bulletin ST/SGB/Staff Rules/2/Rev.8 of 1 June 1995.

1.3 In addition, the revised edition attached to the present bulletin incorporates the following amendments:

(a) New rules 201.1, 201.2 and 201.3, on Status of project personnel, Basic rights and obligations of project personnel, and Performance of project personnel, respectively, are introduced to implement, for project personnel, the provisions of article I of the Staff Regulations, as amended by the General Assembly in its resolution 52/252 of 8 September 1998;

(b) The existing rules 201.1, 201.2 and 201.4 are cancelled and are replaced by new rules 201.1 and 201.2;

(c) The existing rule 201.3, Hours of work and official holidays, is renumbered 201.4;

(d) Rule 207.19, Miscellaneous travel expenses, is amended to increase, from $6.00 to $20.00, the minimum amount for which travel expenses must be supported by receipts for purposes of reimbursement, and to adjust the text to current technology;

(e) Rule 207.20, Excess baggage and unaccompanied shipments, is amended to implement the Secretary-General's decision to apply an agreement of the Consultative Committee on Administrative Questions recognizing an additional shipment entitlement of 50 kilograms, for staff members serving at duty stations designated by the International Civil Service Commission, in connection with the birth or adoption of a child;

(f) Rule 207.21, Insurance, is amended to simplify the rule;

(g) Rule 209.6, Repatriation grant, is amended to simplify the rule;

(h) Rule 209.8, Conditions governing payment of the repatriation grant, is cancelled in the light of the amendment to rule 209.6;

(i) Rule 209.11, Last day for pay purposes, is amended to simplify the application of the rule with respect to return travel.

Section 2

Final provisions

2.1 For ease of reference, Articles 8, 97, 100, 101 and 105 of the Charter of the United Nations, which relate to the services of the staff, are included in the introductory part of the present revision. The text of the Staff Regulations of the United Nations, which provide the authority for the issuance of these rules, is also included in the present edition, with each article of the Regulations preceding each chapter of the related rules.

2.2 Unless otherwise indicated, the effective date of all changes introduced in the present revised edition is 1 January 2000.

2.3 The following bulletins are hereby abolished:

ST/SGB/Staff Rules 2/Rev.8 of 1 June 1995;

ST/SGB/Staff Rules 2/Rev.8/Amend.1 of 1 March 1996;

ST/SGB/1998/5, also issued under the symbol ST/SGB/Staff Rules/2/Rev.8/Amend.2, of 1 March 1998;

ST/SGB/1999/7, also issued under the symbol ST/SGB/Staff Rules/2/Rev.8/Amend.3, of 7 June 1999;

ST/SGB/1999/16 of 23 November 1999.

(Signed) Kofi A. ANNAN
Secretary-General

CHARTER OF THE UNITED NATIONS

Provisions relating to service of the staff

Article 8

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

Article 97

The Secretariat shall comprise a Secretary-General and such staff as the Organization may require. The Secretary-General shall be appointed by the General Assembly upon the recommendation of the Security Council. He shall be the chief administrative officer of the Organization.

Article 100

1. In the performance of their duties the Secretary-General and the staff shall not seek or receive instructions from any Government or from any other authority external to the Organization. They shall refrain from any action which might reflect on their position as international officials responsible only to the Organization.

2. Each Member of the United Nations undertakes to respect the exclusively international character of the responsibilities of the Secretary-General and the staff and not to seek to influence them in the discharge of their responsibilities.

Article 101

1. The staff shall be appointed by the Secretary-General under regulations established by the General Assembly.

2. Appropriate staff shall be permanently assigned to the Economic and Social Council, the Trusteeship Council and, as required, to other organs of the United Nations. These staff shall form a part of the Secretariat.

3. The paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Article 105

1. The Organization shall enjoy in the territory of each of its Members such privileges and immunities as are necessary for the fulfilment of its purposes.

2. Representatives of the Members of the United Nations and officials of the Organization shall similarly enjoy such privileges and immunities as are necessary for the independent exercise of their functions in connection with the Organization.

3. The General Assembly may make recommendations with a view to determining the details of the application of paragraphs 1 and 2 of this Article or may propose conventions to the Members of the United Nations for this purpose.

CONTENTS

Article or chapter	Title	Regulations	Rules	Page
	Scope and purpose			1
	Applicability and definitions		200.1-200.2	2
I.	Duties, obligations and privileges	1.1-1.3		4
			201.1-201.4	7
II.	Classification of posts and staff	2.1		10
III.	Salaries and related allowances	3.1-3.4		11
			203.1-203.15	15
IV.	Appointment and promotion	4.1-4.6		24
			204.1-204.7	25
V.	Annual and special leave	5.1-5.3		27
			205.1-205.3	28
VI.	Social security	6.1-6.2		30
			206.1-206.7	31
VII.	Travel and removal expenses	7.1-7.2		34
			207.1-207.24	35
VIII.	Staff relations	8.1-8.2		46
IX.	Separation from service	9.1-9.5		47
			209.1-209.11	48
X.	Disciplinary measures	10.1-10.2		52
			210.1-210.2	53
XI.	Appeals	11.1-11.2		54
			211.1-211.2	55
XII.	General provisions	12.1-12.5		56
			212.1-212.7	57

Annexes to the Staff Regulations

I.	Salary scales and related provisions	59
II.	Letters of appointment	61
III.	Termination indemnity	62
IV.	Repatriation grant	64

Appendices to the Staff Rules

I.	Salary scales and schedule of pensionable remuneration	65
II.	Staff rules 111.1 and 111.2	67
III.	Education grant entitlements applicable in cases where educational expenses are incurred in specified currencies	71

STAFF REGULATIONS OF THE UNITED NATIONS

Scope and purpose

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the United Nations Secretariat. They represent the broad principles of personnel policy for the staffing and administration of the Secretariat. For the purposes of these Regulations, the expressions "United Nations Secretariat", "staff members" or "staff" shall refer to all the staff members of the Secretariat, within the meaning of Article 97 of the Charter of the United Nations, whose employment and contractual relationship are defined by a letter of appointment subject to regulations promulgated by the General Assembly pursuant to Article 101, paragraph 1, of the Charter. The Secretary-General, as the chief administrative officer, shall provide and enforce such staff rules consistent with these principles as he or she considers necessary.

STAFF RULES APPLICABLE TO TECHNICAL ASSISTANCE PROJECT PERSONNEL

Applicability and definitions

Rule 200.1

Applicability

(a) Staff rules 200.1 to 212.7 are applicable to all project personnel appointed by the Secretary-General for service with technical assistance projects, except that:

(i) Project personnel appointed as interregional, regional and technical advisers shall be subject to staff rules 103.22 on mobility and hardship allowance, 107.21 on excess baggage and unaccompanied shipments, 107.22 on insurance and 107.27 on removal costs in lieu of rules 203.11 on mobility and hardship allowance, 207.20 on excess baggage and unaccompanied shipments and 207.21 on insurance;

(ii) Staff members appointed under staff rules 101.1 to 112.8 who are detailed to technical assistance projects for service of less than 12 months shall be subject to rules 203.9 on daily subsistence allowance and 203.12 on extension of tour of duty in addition to rules 101.1 to 112.8;

(iii) Staff members appointed under staff rules 101.1 to 112.8 who are assigned to technical assistance projects for service of 12 months or more shall be subject to rule 203.1 on salaries and related allowances in addition to rules 101.1 to 112.8.

(b) Individuals who are specifically recruited to serve with technical assistance projects in the General Service category shall be appointed under staff rules 101.1 to 112.8.

(c) Individuals who are recruited for service with a Government under the technical assistance programme for the provision of operational, executive and administrative personnel (OPEX/OPAS) shall be governed by the terms of their contracts.

(d) Individuals engaged on special service agreements for service with technical assistance projects shall be governed by the terms of their agreements.

(e) Associate experts provided by Governments to serve with project personnel under bilateral agreements between the United Nations and Governments shall be governed by the terms of such agreements and the terms of their letters of appointment.

Rule 200.2

Definitions

For the purposes of these Rules:

(a) "Secretary-General" shall mean the Secretary-General of the United Nations or his authorized delegate;

(b) "Project personnel" shall mean individuals who are appointed under the Staff Regulations for service with projects in the various technical assistance programmes, except individuals specifically recruited to serve in the General Service category and individuals specifically recruited as associate experts under bilateral agreements between the United Nations and Governments;

(c) "Official duty station" shall be the place designated by the Secretary-General as the base of operations for the individual;

(d) "Mission area" shall normally be the country of assignment in which the official duty station is located; in special circumstances, the mission area may include two or more countries in the same geographic area;

(e) "A change of official duty station" takes place when an individual is transferred from one mission area to another or when there is a change in the individual's base of operation from one city to another within a mission area;

(f) (i) Project personnel appointed for less than one year shall be deemed to be in short-term status;

(ii) Project personnel appointed for one year or more or whose appointments of less than one year are extended so that the total contractual service is 12 months or more, but less than five years, shall be deemed to be in intermediate-term status;

(iii) Project personnel holding fixed-term appointments of five years or longer shall be deemed to be in long-term status. Project personnel in intermediate-term status who complete five years of service and have an appointment of at least one further year's duration shall be deemed to be in long-term status on the day following completion of five years' service;

(g) "A separation from service" shall take place when there is a resignation, or a termination of the appointment by the Secretary-General. Separation from service shall also take place on expiration of a fixed-term appointment on the due date.

Article I

DUTIES, OBLIGATIONS AND PRIVILEGES

Regulation 1.1

Status of staff

(a) Staff members are international civil servants. Their responsibilities as staff members are not national but exclusively international.

(b) Staff members shall make the following written declaration witnessed by the Secretary-General or his or her authorized representative:

> "I solemnly declare and promise to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international civil servant of the United Nations, to discharge these functions and regulate my conduct with the interests of the United Nations only in view, and not to seek or accept instructions in regard to the performance of my duties from any Government or other source external to the Organization.
>
> "I also solemnly declare and promise to respect the obligations incumbent upon me as set out in the Staff Regulations and Rules."

(c) The Secretary-General shall ensure that the rights and duties of staff members, as set out in the Charter and the Staff Regulations and Rules and in the relevant resolutions and decisions of the General Assembly, are respected.

(d) The Secretary-General shall seek to ensure that the paramount consideration in the determination of the conditions of service shall be the necessity of securing staff of the highest standards of efficiency, competence and integrity.

(e) The Staff Regulations apply to all staff at all levels, including staff of the separately funded organs and staff holding appointments under the 100, 200 and 300 series of the Staff Rules.

(f) The privileges and immunities enjoyed by the United Nations by virtue of Article 105 of the Charter are conferred in the interests of the Organization. These privileges and immunities furnish no excuse to the staff members who are covered by them to fail to observe laws and police regulations of the State in which they are located, nor do they furnish an excuse for non-performance of their private obligations. In any case where an issue arises regarding the application of these privileges and immunities, the staff member shall immediately report the matter to the Secretary-General, who alone may decide whether such privileges and immunities exist and whether they shall be waived in accordance with the relevant instruments.

Regulation 1.2

Basic rights and obligations of staff

Core values

(a) Staff members shall uphold and respect the principles set out in the Charter, including faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women. Consequently, staff members shall exhibit respect for all cultures; they shall not discriminate against any individual or group of individuals or otherwise abuse the power and authority vested in them.

(b) Staff members shall uphold the highest standards of efficiency, competence and integrity. The concept of integrity includes, but is not limited to, probity, impartiality, fairness, honesty and truthfulness in all matters affecting their work and status.

General rights and obligations

(c) Staff members are subject to the authority of the Secretary-General and to assignment by him or her to any of the activities or offices of the United Nations. In exercising this authority the Secretary-General shall seek to ensure, having regard to the circumstances, that all necessary safety and security arrangements are made for staff carrying out the responsibilities entrusted to them.

(d) In the performance of their duties staff members shall neither seek nor accept instructions from any Government or from any other source external to the Organization.

(e) By accepting appointment, staff members pledge themselves to discharge their functions and regulate their conduct with the interests of the Organization only in view. Loyalty to the aims, principles and purposes of the United Nations, as set forth in its Charter, is a fundamental obligation of all staff members by virtue of their status as international civil servants.

(f) While staff members' personal views and convictions, including their political and religious convictions, remain inviolable, staff members shall ensure that those views and convictions do not adversely affect their official duties or the interests of the United Nations. They shall conduct themselves at all times in a manner befitting their status as international civil servants and shall not engage in any activity that is incompatible with the proper discharge of their duties with the United Nations. They shall avoid any action and, in particular, any kind of public pronouncement that may adversely reflect on their status, or on the integrity, independence and impartiality that are required by that status.

(g) Staff members shall not use their office or knowledge gained from their official functions for private gain, financial or otherwise, or for the private gain of any third party, including family, friends and those they favour. Nor shall staff members use their office for personal reasons to prejudice the positions of those they do not favour.

(h) Staff members may exercise the right to vote but shall ensure that their participation in any political activity is consistent with, and does not reflect adversely upon, the independence and impartiality required by their status as international civil servants.

(i) Staff members shall exercise the utmost discretion with regard to all matters of official business. They shall not communicate to any Government, entity, person or any other source any information known to them by reason of their official position that they know or ought to have known has not been made public, except as appropriate in the normal course of their duties or by authorization of the Secretary-General. These obligations do not cease upon separation from service.

Honours, gifts or remuneration

(j) No staff member shall accept any honour, decoration, favour, gift or remuneration from any Government.

(k) If refusal of an unanticipated honour, decoration, favour or gift from a Government would cause embarrassment to the Organization, the staff member may receive it on behalf of the Organization and then report and entrust it to the Secretary-General, who will either retain it for the Organization or arrange for its disposal for the benefit of the Organization or for a charitable purpose.

(l) No staff member shall accept any honour, decoration, favour, gift or remuneration from any non-governmental source without first obtaining the approval of the Secretary-General.

Conflict of interest

(m) Staff members shall not be actively associated with the management of, or hold a financial interest in, any profit-making, business or other concern, if it were possible for the staff member or the profit-making, business or other concern to benefit from such association or financial interest by reason of his or her position with the United Nations.

(n) All staff members at the assistant secretary-general level and above shall be required to file financial disclosure statements upon appointment and at intervals as prescribed by the Secretary-General, in respect of themselves and their dependent children, including any substantial transfers of assets and property to spouses and dependent

children from the staff member or from any other source that might constitute a conflict of interest, after knowledge of the appointment or during its tenure, to provide certification stating that there is no conflict of interest with regard to the economic activities of spouses and dependent children, and to assist the Secretary-General in verifying the above-mentioned certification on his or her special request. The financial disclosure statements will remain confidential and will only be used, as prescribed by the Secretary-General, in making determinations pursuant to staff regulation 1.2 (m).

Outside employment and activities

(o) Staff members shall not engage in any outside occupation or employment, whether remunerated or not, without the approval of the Secretary-General.

(p) The Secretary-General may authorize staff members to engage in an outside occupation or employment, whether remunerated or not, if:

(i) The outside occupation or employment does not conflict with the staff member's official functions or the status of an international civil servant;

(ii) The outside occupation or employment is not against the interest of the United Nations; and

(iii) The outside occupation or employment is permitted by local law at the duty station or where the occupation or employment occurs.

Use of property and assets

(q) Staff members shall only use the property and assets of the Organization for official purposes and shall exercise reasonable care when utilizing such property and assets.

(r) Staff members must respond fully to requests for information from staff members and other officials of the Organization authorized to investigate possible misuse of funds, waste or abuse.

Regulation 1.3

Performance of staff

(a) Staff members are accountable to the Secretary-General for the proper discharge of their functions. Staff members are required to uphold the highest standards of efficiency, competence and integrity in the discharge of their functions, and their performance will be appraised periodically to ensure that the required standards of performance are met.

(b) The whole time of staff members shall be at the disposal of the Secretary-General for the performance of official functions; however, the Secretary-General shall establish a normal working week and shall establish official holidays for each duty station. Exceptions may be made by the Secretary-General as the needs of the service may require, and staff members shall be required to work beyond the normal tour of duty when requested to do so.

Chapter I

DUTIES, OBLIGATIONS AND PRIVILEGES

Rule 201.1

Status of project personnel

(a) The declaration made by project personnel on appointment shall be placed in their official status file. A new declaration shall be made after a break in service that exceeds three months.

(b) The declaration administered under regulation 1.1 (b) shall not prevent the close collaboration of project personnel with a Government pursuant to an agreement between that Government and the United Nations.

Rule 201.2

Basic rights and obligations of project personnel

General

(a) Disciplinary procedures set out in article X of the Staff Regulations and chapter X of the Staff Rules may be instituted against project personnel who fail to comply with their obligations and the standards of conduct set out in the Charter of the United Nations, the Staff Regulations and Rules, the Financial Regulations and Rules and all administrative issuances.

(b) Project personnel shall follow the directions and instructions properly issued by the Secretary-General and their supervisors.

(c) Project personnel must comply with local laws and honour their private legal obligations, including, but not limited to, the obligation to honour orders of competent courts.

Specific instances of prohibited conduct

(d) Any form of discrimination or harassment, including sexual or gender harassment, as well as physical or verbal abuse at the workplace or in connection with work, is prohibited.

(e) Project personnel shall not disrupt or otherwise interfere with any meeting or other official activity of the Organization, nor shall they threaten, intimidate or otherwise engage in any conduct intended, directly or indirectly, to interfere with the ability of other project personnel or staff members to discharge their official duties.

(f) Project personnel shall not intentionally misrepresent their functions, official title or the nature of their duties to Member States or to any entities or persons external to the United Nations.

(g) Project personnel shall not intentionally alter, destroy, misplace or render useless any official document, record or file entrusted to them by virtue of their functions, which document, record or file is intended to be kept as part of the records of the Organization.

(h) Project personnel shall not seek to influence Member States, principal or subsidiary organs of the United Nations or expert groups in order to obtain a change from a position or decision taken by the Secretary-General, including decisions relating to the financing of Secretariat programmes or units, or in order to secure support for improving their personal situation or the personal situation of other project personnel or staff members, or for blocking or reversing unfavourable decisions regarding their status or their colleagues' status.

(i) Project personnel shall neither offer nor promise any favour, gift, remuneration or any other personal benefit to another staff member or to any third party with a view to causing him or her to perform, fail to perform or

delay the performance of any official act. Similarly, project personnel shall neither seek nor accept any favour, gift, remuneration or any other personal benefit from another project personnel or staff member or from any third party in exchange for performing, failing to perform or delaying the performance of any official act.

Honours, gifts or remuneration

(j) Acceptance by project personnel of any honour, decoration, favour, gift or remuneration from non-governmental sources requires the prior approval of the Secretary-General. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the interests of the Organization and with the project personnel's status as international civil servants. However, project personnel may occasionally accept, without prior approval, minor gifts of essentially nominal value having regard to the duty station concerned, provided that all such gifts are promptly disclosed to the head of the office, who may direct that the gift be entrusted to the Organization or returned to the donor.

(k) The Secretary-General may authorize project personnel to accept from a non-governmental source or a university academic awards, distinctions and tokens of a commemorative or honorary character, such as scrolls, certificates, trophies or other items of essentially nominal monetary value.

(l) Project personnel, as part of their official functions, will be expected from time to time to attend governmental or other functions, such as meals and diplomatic receptions. Such attendance is not considered receipt of a favour, gift or remuneration within the meaning of the Staff Regulations and Rules.

(m) The Secretary-General may, in exceptional cases, provided that this is in the interest of the United Nations and not incompatible with the project personnel's status, authorize them to receive from a non-governmental source an honour, decoration, favour, gift or remuneration other than those referred to in rules 201.2 (j) and (l) above.

Conflict of interest

(n) Project personnel who have occasion to deal in their official capacity with any matter involving a profit-making business or other concern in which they hold a financial interest, directly or indirectly, shall disclose the measure of that interest to the Secretary-General and, except as otherwise authorized by the Secretary-General, either dispose of that financial interest or formally excuse themselves from participating with regard to any involvement in that matter which gives rise to the conflict-of-interest situation.

(o) The Secretary-General shall establish procedures for the filing and utilization of financial disclosure statements.

Outside activities

(p) Project personnel shall not, except in the normal course of official duties or with the prior approval of the Secretary-General, engage in any of the following acts, if such act relates to the purpose, activities or interests of the United Nations:

(i) Issue statements to the press, radio or other agencies of public information;

(ii) Accept speaking engagements;

(iii) Take part in film, theatre, radio or television productions;

(iv) Submit articles, books or other material for publication.

(q) Membership in a political party is permitted, provided that such membership does not entail action, or an obligation to take action, by the project personnel contrary to staff regulation 1.2 (h). The payment of normal financial contributions to a political party shall not be construed as an activity inconsistent with the principles set out in staff regulation 1.2 (h).

(r) The Secretary-General shall establish procedures whereby project personnel may seek in confidence clarification as to whether proposed outside activities would conflict with their status as international civil servants.

Travel and per diem for outside activities

(s) Project personnel who are authorized by the Secretary-General to participate in activities organized by a Government, intergovernmental organization, non-governmental organization or other private source may receive from the Government, intergovernmental organization, non-governmental organization or private source accommodation and travel and subsistence allowance generally in line with those payable by the United Nations. In such cases, the travel subsistence allowance that may otherwise be payable by the United Nations shall be reduced as envisaged by rules 207.16 (a) and 203.9 (f).

Rule 201.3

Performance of project personnel

(a) The performance of project personnel shall be evaluated to assess their efficiency, competence and integrity and to ensure their compliance with the standards set out in the Staff Regulations and Rules for purposes of accountability.

(b) Performance reports shall be prepared in accordance with procedures established by the Secretary-General.

Rule 201.4

Hours of work and official holidays

(a) Project personnel shall observe the working hours established for the duty station, or established by the senior officer in the field in consultation with representatives of other international organizations in the area.

(b) The number of official holidays shall be 10 days in each year, including those mandated by the General Assembly, which shall be observed at all duty stations and in the field. When an official holiday falls on a non-working day, the preceding or following working day which is closest to the holiday shall be observed as an official holiday.

(c) The official holidays not mandated by the General Assembly shall be determined by the Secretary-General at Headquarters, by the head of office at other duty stations or by the senior officer in the field in consultation with representatives of other international organizations in the area.

Article II

CLASSIFICATION OF POSTS AND STAFF

Regulation 2.1: In conformity with principles laid down by the General Assembly, the Secretary-General shall make appropriate provision for the classification of posts and staff according to the nature of the duties and responsibilities required.

Article III

SALARIES AND RELATED ALLOWANCES

Regulation 3.1: Salaries of staff members shall be fixed by the Secretary-General in accordance with the provisions of annex I to the present Regulations.

Regulation 3.2: (a) The Secretary-General shall establish terms and conditions under which an education grant shall be available to a staff member residing and serving outside his or her recognized home country whose dependent child is in full-time attendance at a school, university or similar educational institution of a type that will, in the opinion of the Secretary-General, facilitate the child's reassimilation in the staff member's recognized home country. The grant shall be payable in respect of the child up to the end of the fourth year of post-secondary studies or the award of the first recognized degree, whichever is the earlier. The amount of the grant per scholastic year for each child shall be 75 per cent of the admissible educational expenses actually incurred, subject to a maximum grant as approved by the General Assembly. Travel costs of the child may also be paid for an outward and return journey once in each scholastic year between the educational institution and the duty station, except that in the case of staff members serving at designated duty stations where schools do not exist that provide schooling in the language or in the cultural tradition desired by staff members for their children, such travel costs may be paid twice in the year in which the staff member is not entitled to home leave. Such travel shall be by a route approved by the Secretary-General but not in an amount exceeding the cost of such a journey between the home country and the duty station.

(b) The Secretary-General shall also establish terms and conditions under which, at designated duty stations, an additional amount of 100 per cent of boarding costs subject to a maximum amount per year as approved by the General Assembly may be paid in respect of children in school attendance at the primary and secondary levels.

(c) The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member serving in a country whose language is different from his or her own and who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his or her own.

(d) The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member whose child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability. The amount of this grant per year for each disabled child shall be equal to 100 per cent of the education expenses actually incurred, up to a maximum amount approved by the General Assembly.

(e) The Secretary-General may decide in each case whether the education grant shall extend to adopted children or stepchildren.

Regulation 3.3: (a) An assessment at the rates and under the conditions specified below shall be applied to the salaries and such other emoluments of staff members as are computed on the basis of salary, excluding post adjustments, provided that the Secretary-General may, where he or she deems it advisable, exempt from the assessment the salaries and emoluments of staff members engaged at locality rates;

(b) (i) The assessment shall be calculated at the following rates for staff members whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations:

Assessment

Total assessable payments (United States dollars)	*Staff assessment rates for purposes of pensionable remuneration and pensions (percentage)*
Up to 20 000 per year	11
20 001 to 40 000 per year	18
40 001 to 60 000 per year	25
60 001 and above per year	30

	Staff assessment rates used in conjunction with gross base salaries (percentage)	
Total assessable payments (United States dollars)	*Staff member with a dependent spouse or a dependent child*	*Staff member with neither a dependent spouse nor a dependent child*
First 15 000 per year	9.0	11.8
Next 5 000 per year	18.1	24.4
Next 5 000 per year	21.5	26.9
Next 5 000 per year	24.9	31.4
Next 5 000 per year	27.5	33.4
Next 10 000 per year	30.1	35.6
Next 10 000 per year	31.8	38.2
Next 10 000 per year	33.5	38.8
Next 10 000 per year	34.4	39.7
Next 15 000 per year	35.3	40.7
Next 20 000 per year	36.1	43.9
Remaining assessable payments	37.0	47.2

(ii) The assessment shall be calculated at the following rates for staff members whose salary rates are established under paragraph 7 of annex I to the present Regulations:

Total assessable payments (United States dollars)	*Assessment (percentage)*
Up to 20 000 per year	19
20 001 to 40 000 per year	23
40 001 to 60 000 per year	26
60 001 and above per year	31

(iii) The Secretary-General shall determine which of the scales of assessment set out in subparagraphs (i) and (ii) above shall apply to each of the groups of personnel whose salary rates are established under paragraph 5 of annex I to the present Regulations;

(iv) In the case of staff members whose salary scales are established in currencies other than United States dollars, the relevant amounts to which the assessment applies shall be fixed at the local currency equivalent of the above-mentioned dollar amounts at the time the salary scales of the staff member concerned are approved;

(c) In the case of a person who is not employed by the United Nations for the whole of a calendar year or in cases where there is a change in the annual rate of payments made to a staff member, the rate of assessment shall be governed by the annual rate of each such payment made to him or her;

(d) The assessment computed under the foregoing provisions of the present regulation shall be collected by the United Nations by withholding it from payments. No part of the assessment so collected shall be refunded because of cessation of employment during the calendar year;

(e) Revenue derived from staff assessment not otherwise disposed of by specific resolution of the General Assembly shall be credited to the Tax Equalization Fund established by General Assembly resolution 973 A (X);

(f) Where a staff member is subject both to staff assessment under this plan and to national income taxation in respect of the salaries and emoluments paid to him or her by the United Nations, the Secretary-General is authorized to refund to him or her the amount of staff assessment collected from him or her provided that:

(i) The amount of such refund shall in no case exceed the amount of his or her income taxes paid and payable in respect of his or her United Nations income;

(ii) If the amount of such income taxes exceeds the amount of staff assessment, the Secretary-General may also pay to the staff member the amount of such excess;

(iii) Payments made in accordance with the provisions of the present regulation shall be charged to the Tax Equalization Fund;

(iv) A payment under the conditions prescribed in the three preceding subparagraphs is authorized in respect of dependency benefits and post adjustments, which are not subject to staff assessment but may be subject to national income taxation.

Regulation 3.4: (a) Staff members whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations shall be entitled to receive dependency allowances for a dependent child, for a disabled child and for a secondary dependant at rates approved by the General Assembly as follows:

(i) The staff member shall receive an allowance for each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff member has no dependent spouse, in which case the staff member shall be entitled to the dependency rate of staff assessment under subparagraph (b) (i) of regulation 3.3;

(ii) The staff member shall receive a special allowance for each disabled child. However, if the staff member has no dependent spouse and is entitled to the dependency rate of staff assessment under subparagraph (b) (i) of regulation 3.3 in respect of a disabled child, the allowance shall be the same as the allowance for a dependent child in (i) above;

(iii) Where there is no dependent spouse, a single annual allowance shall be paid for a secondary dependant in respect of either a dependent parent, a dependent brother or a dependent sister;

(b) If both husband and wife are staff members, one may claim, for dependent children, under subparagraph (a) (i) and (ii) above, in which case the other may claim only under subparagraph (a) (iii) above, if otherwise entitled;

(c) With a view to avoiding duplication of benefits and in order to achieve equality between staff members who receive dependency benefits under applicable laws in the form of governmental grants and staff members who do not receive such dependency benefits, the Secretary-General shall prescribe conditions under which the dependency allowance for a child specified in subparagraph (a) (i) above shall be payable only to the extent that the dependency benefits enjoyed by the staff member or his or her spouse under applicable laws amount to less than such a dependency allowance;

(d) Staff members whose salary rates are set by the Secretary-General under paragraph 5 or paragraph 6 of annex I to the present Regulations shall be entitled to receive dependency allowances at rates and under conditions determined by the Secretary-General, due regard being given to the circumstances in the locality in which the office is located;

(e) Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. A separate claim for dependency allowances shall be made each year.

Chapter III

SALARIES AND RELATED ALLOWANCES

Rule 203.1

Salaries and related allowances

(a) Salaries of project personnel shall be fixed by the Secretary-General in accordance with the salary scales set out in appendix I to the present Rules.

(b) Project personnel who are loaned to the United Nations on a reimbursable or non-reimbursable basis and who are not paid a salary directly by the United Nations may be given a monthly honorarium up to the equivalent of the monthly gross salary of the lowest level and step of project personnel specified in appendix I, subject to staff assessment under rule 203.4.

(c) Project personnel shall not be entitled to compensation for overtime work.

Rule 203.2

Salary increments

Upon completion of one year's continuous satisfactory service at the same salary rate, the salaries of project personnel in intermediate-term or long-term status whose appointments will continue for at least one month beyond this period shall be increased by a one-step salary increment, provided that the period of satisfactory service required for increments above step IV of level 6 shall be two years. The amount of salary increment for each level shall be in accordance with the schedule contained in rule 203.1.

Rule 203.3

Currency of salary payments

(a) The salary and allowances of project personnel under the these Rules shall be paid in the currency specified by the Secretary-General.

(b) A portion of the salary and dependency allowances of project personnel in intermediate-term or long-term status shall normally be paid in the currency of the country of the duty station and the remainder in one other currency.

(c) The rates of exchange for the conversion of currencies shall be those established by the Secretary-General and applicable on the date of payment.

Rule 203.4

Staff assessment plan

(a) Salaries and emoluments of project personnel shall be subject to the Staff Assessment Plan under the conditions specified in staff regulation 3.3 and this rule.

(b) The rates of staff assessment for project personnel shall be those set forth in staff regulation 3.3 (b) (i), except that project personnel in short-term status shall be governed only by the rates applicable to staff without dependants.

(c) The dependency rates of staff assessment under staff regulation 3.3 (b) (i) shall apply to project personnel in intermediate-term or long-term status when:

(i) The individual's spouse is recognized as a dependant under rule 203.7; or

(ii) The individual provides substantial and continuing support to one or more of his or her children.

(d) Where the salaries of both husband and wife are subject to the staff assessment rates set forth in staff regulation 3.3 (b) (i), and taking into account rule 204.7, staff assessment shall apply to each at the single rate. If they have a dependent child or children, the dependency rate shall apply to the spouse having the higher salary level and the single rate to the other spouse.

Rule 203.5

Post adjustment

(a) (i) Post adjustments under paragraph 9 of annex I to the Staff Regulations shall be applied in accordance with subparagraph (ii) below in the case of project personnel assigned to a duty station for one year or more, or in accordance with rule 203.9 (d). Post adjustments shall not be applied to salaries of project personnel in short-term status;

(ii) The amount of post adjustment for each level and step of project personnel shall be determined for each duty station by applying the multiplier of the post adjustment classification for the duty station to 1 per cent of the corresponding net base salary rates.

(b) Post adjustments which are additions to salary shall be paid in accordance with the arrangements established with regard to currency of payment of salaries and allowances of internationally recruited staff, as approved by the Secretary-General.

(c) (Cancelled)

(d) Project personnel who are entitled to salary at the dependency rate shall be paid post adjustment on the basis of such salary regardless of where the dependants reside.

(e) At duty stations where the average rental cost used in calculating the post adjustment index is based on the cost of housing provided by the United Nations, by the Government or by a related institution, project personnel who have to rent housing accommodation at substantially higher commercial rates will be paid a supplement to the post adjustment in the form of a rental subsidy under conditions established by the Secretary-General. When project personnel are provided with housing free of charge or at rents lower than the average rental cost used in calculating the post adjustment index for the duty station, a deduction will be made from their monthly salaries under conditions established by the Secretary-General.

(f) Where both husband and wife are employed by the United Nations, and taking into account rule 204.7, post adjustment shall be paid to each at the single rate unless they have a dependent child or children. In that case, the dependency rate of post adjustment shall be paid to the spouse having the higher salary level and the single rate of post adjustment to the other spouse.

Rule 203.6

Salaries and emoluments subject to staff assessment

For the purpose of rule 203.4, "salaries and emoluments" subject to staff assessment shall mean:

(i) Salary or honorarium under rule 203.1;

(ii) Payments upon separation, including termination indemnity, payment for accrued annual leave and repatriation grant;

(iii) Compensation equivalent to salary and allowances under rule 206.5.

Rule 203.7

Dependency allowances

(a) Project personnel in intermediate-term or in long-term status shall be entitled to receive dependency allowances at the rates provided in staff regulation 3.4 (a) (i) and (ii).

(b) For the purpose of the Staff Regulations and Staff Rules:

(i) A dependent spouse shall be a spouse whose occupational earnings, if any, do not exceed the lowest entry level of the United Nations General Service gross salary scales in force on 1 January of the year concerned for the duty station in the country of the spouse's place of work, provided that the amount shall not at any duty station be less than the equivalent of the lowest entry level at the base of the salary system (G-2, step I, for New York);

(ii) A "dependent child" shall be an individual's natural or legally adopted child, or an individual's stepchild, if residing with the individual, under the age of 18 years or, if the child is in full-time attendance at a school or university (or similar educational institution), under the age of 21 years, for whom the individual provides main and continuing support. The Secretary-General shall establish special conditions under which other children who fulfil the age, school attendance and support requirements indicated above may be regarded as dependent children of an individual. If a child over the age of 18 years is physically or mentally incapacitated for substantial gainful employment either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived. An individual claiming a child as a dependant must certify that he or she provides main and continuing support. This certificate must be supported by documentary evidence satisfactory to the Secretary-General if a child:

a. Does not reside with the individual;

b. Is married; or

c. Is regarded as a dependant under the special conditions referred to above;

(iii) Subject to the provisions of staff regulation 3.4 (a) (i), the full amount of the dependency allowance provided under that regulation in respect of a dependent child shall be payable, except where the individual or his or her spouse receives a direct governmental grant in respect of the same child. Where such a governmental grant is made, the dependency allowance payable under this rule shall be the amount by which the governmental grant is less than the rate of the allowance set out in staff regulation 3.4 (a) (i);

(iv) A secondary dependant shall be the father, mother, brother or sister of whose financial support the individual provides one half or more, and in any case at least twice the amount of the dependency allowance, provided that the brother or sister fulfils the same age and school attendance requirements established for a dependent child. If the brother or sister is physically or mentally incapacitated for substantial gainful employment either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived;

(v) A dependency allowance shall be paid in respect of not more than one dependent parent, brother or sister; such payment shall not be made when dependency benefit is being paid for a spouse.

(c) Payment of dependency allowance shall be made only in respect of the period during which the circumstances giving rise to the claim obtain.

(d) Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. A separate claim for dependency allowances shall be made each year.

Rule 203.8

Education grant

Definitions

(a) For the purposes of this rule:

(i) "Child" means a child of an individual who is dependent upon that individual for main and continuing support;

(ii) "Disabled child" means a child who is unable, by reasons of physical or mental disability, to attend a normal educational institution and requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability;

(iii) "Home country" means the country of home leave of project personnel under rule 205.2;

(iv) "Duty station" means the country, or area within commuting distance notwithstanding national boundaries, where the project personnel are serving.

Eligibility

(b) Subject to conditions established by the Secretary-General, project personnel shall be entitled to an education grant in respect of each child, provided:

(i) The project personnel are in intermediate-term or long-term status and reside and serve at a duty station which is outside the home country;

(ii) The child is in full-time attendance at a school, university or similar educational institution.

(c) If eligible project personnel are reassigned to a duty station within their home country in the course of a school year, they may receive the education grant for the balance of that school year.

Duration

(d) (i) The grant shall be payable up to the end of the school year in which the child completes four years of post-secondary studies or is awarded the first recognized degree, whichever is the earlier;

(ii) The grant will not normally be payable beyond the school year in which the child reaches the age of 25 years. If the child's education is interrupted for at least one school year by national service, illness or other compelling reasons, the period of eligibility shall be extended by the period of interruption.

Amount of the grant

(e) The amounts to which project personnel may be entitled under the grant are set out in appendix III to the present Rules.

(f) The amount of the grant to be paid when the project personnel's period of service or the child's school attendance does not cover the full scholastic year shall be prorated under conditions defined by the Secretary-General.

Travel

(g) Project personnel in intermediate-term or long-term status to whom an education grant is payable under paragraphs (i), (ii) or (iv) of appendix III to the present Rules in respect of the child's attendance at an educational institution shall be entitled to travel expenses for the child of one return journey each scholastic year between the educational institution and the duty station, under conditions established by the Secretary-General.

(h) Two return journeys may be paid for children of eligible project personnel serving at designated duty stations, under conditions established by the Secretary-General.

Tuition in the mother tongue

(i) Tuition in the mother tongue under staff regulation 3.2 (c) may be reimbursed subject to conditions established by the Secretary-General.

Special education grant for disabled children

(j) A special education grant for disabled children shall be available to project personnel in intermediate-term or long-term status, whether or not serving in their home country. The amounts to which project personnel are entitled under the grant are set out in appendix III to the present Rules, under conditions established by the Secretary-General.

Claims

(k) Claims for the education grant shall be made in accordance with conditions established by the Secretary-General.

Rule 203.9

Daily subsistence allowance

(a) Except for those who normally reside in the mission area, project personnel in short-term status shall receive, during the period of their service in the mission area, a subsistence allowance at such daily rates as are approved from time to time by the Secretary-General. The allowance shall be payable in local currency.

(b) The daily subsistence allowance shall normally be computed on the basis of the average cost for a reasonable standard of board and lodging plus an amount to cover incidental expenses such as service charges, gratuities and laundry. The daily subsistence allowance shall normally be based on costs in the capital city and the same rate shall apply throughout the country, provided that, where there exists a significant disparity in costs as between the capital city and other parts of the country, separate rates may be established for areas outside the capital city.

(c) The daily subsistence allowance for a period of stay in one place within a country may be fixed at a lower rate after 60 days and further reduced after 120 days, consecutive or otherwise.

(d) When project personnel in intermediate-term or long-term status are to serve at a duty station for less than one year, the Secretary-General shall decide whether to pay a daily subsistence allowance for the duration of such a tour of duty, or pay assignment grant under rule 203.10, the hardship and non-removal elements of the mobility and hardship allowance under rule 203.11 and the post adjustment under rule 203.5.

(e) Daily subsistence allowances under this rule shall continue to be paid during periods of authorized sick leave, except that if project personnel are hospitalized, only one third of the relevant daily rate shall be paid.

(f) When lodging is provided by a Government or by the United Nations free of charge, the standard rate of the daily subsistence allowance shall be reduced by 50 per cent. If meals are provided free of charge, the rate shall be reduced by 30 per cent. If both lodging and meals are provided, the rate shall be reduced by 80 per cent. The reduction for free lodging shall apply irrespective of the type of lodging provided.

Rule 203.10

Installation

(Cancelled)

Rule 203.10

Assignment grant

(a) Except for special mission service, project personnel who travel at United Nations expense to a duty station for an assignment expected to be of at least one year's duration shall be paid an assignment grant, subject to the conditions set forth below.

(b) The amount of the assignment grant shall be equivalent to:

(i) Thirty days of subsistence allowance at the daily rate applicable under rule 203.9 (a) above;

(ii) Thirty days of subsistence allowance at half such daily rate in respect of each family member for whom travel expenses have been paid by the United Nations under rule 207.2 (a) (i).

The above-mentioned amounts shall be calculated on the basis of the rate prevailing on the date of arrival at the duty station of the individual or of his or her family member.

(c) Under conditions established by the Secretary-General, the limit of 30 days provided in paragraph (b) above may be extended to a maximum of 90 days. The amount of the grant during the extended period shall be up to 60 per cent of the appropriate prevailing rate.

(d) In addition to any amount of grant paid under paragraph (b) above, a lump sum calculated on the basis of the project personnel's net base salary and, where appropriate, post adjustment at the duty station of assignment may be paid under conditions established by the Secretary-General. The lump sum shall be payable at the following rates:

(i) At headquarters duty stations and other designated duty stations, a lump sum equivalent to one month's net base salary and, where appropriate, post adjustment, provided the individual is not entitled to removal costs under staff rule 200.1 (a);

(ii) At all other duty stations:

a. Where the individual is entitled to removal costs under rule 200.1 (a), one month's net base salary and, where appropriate, post adjustment;

b. Where the individual is not entitled to removal costs, one month's net base salary and, where appropriate, post adjustment if the assignment is for less than three years, and two months' net base salary and, where appropriate, post adjustment if the assignment is for three years or more.

If an assignment for less than three years is extended to three years or more, the staff member shall be paid at that time a second one-month lump sum.

(e) If a change of official duty station or a new appointment involves a return to a place at which the individual was previously stationed, the full amount of the assignment grant shall not be payable unless the individual has been absent from the place for at least one year. In the case of a shorter absence, the amount payable shall normally be that proportion of the full grant which the completed months of absence bear to one year.

(f) Where both husband and wife are employed by the United Nations and travel at United Nations expense to a duty station, and taking into account rule 204.7, the assignment grant shall be paid to each in respect of himself or

herself. If they have a dependent child or children, the assignment grant in respect of such child or children shall be paid to the project personnel on whom each child is recognized to be dependent.

(g) If both husband and wife would otherwise qualify for the lump sum portion of the grant, such lump sum shall only be paid to the spouse whose lump sum portion yields the higher amount.

(h) In cases where project personnel have not completed the period of service in respect of which the assignment grant has been paid, the grant shall be adjusted proportionately and recovery made under conditions established by the Secretary-General who, in exceptional circumstances, may decide to waive recovery.

(i) The Secretary-General may, in appropriate cases, authorize payment of all or part of the assignment grant where the United Nations has not been required to pay travel expenses upon the appointment of project personnel.

Rule 203.11

Assignment allowance

(Cancelled)

Rule 203.11

Mobility and hardship allowance

General provisions

(a) As an incentive to mobility and to compensate for hardship and non-removal of personal effects and household goods, a non-pensionable allowance composed of three elements - mobility, hardship and non-removal - shall be payable to project personnel at rates approved by the General Assembly, under conditions set out in this rule and supplemented by the Secretary-General.

(b) Project personnel initially appointed under these Rules to a duty station, or reassigned to a new duty station, for a period of one year or longer under conditions which normally involve payment of an assignment grant shall be eligible for payment of the allowance.

Mobility element

(c) The mobility element of the allowance shall be payable provided that:

(i) The individual is eligible under paragraph (b) above and has served in the United Nations common system for a period of five consecutive years, and

(ii) The individual is assigned to a second or subsequent duty station. However, in the case of service at headquarters duty stations or other duty stations classified in the same category for the purpose of this rule, three previous assignments shall be required, of which at least two should have been at duty stations classified at hardship levels established by the Secretary-General.

(d) The mobility element of the allowance may be adjusted under terms and conditions established by the Secretary-General.

Hardship element

(e) The hardship element of the allowance shall be payable to eligible project personnel who are assigned to duty stations which carry a hardship entitlement, as determined by the Secretary-General. This element shall be payable at the level of the hardship classification of the duty station for the duration of the staff member's assignment.

Non-removal element

(f) (i) Except as provided in subparagraph (ii) below, the non-removal element shall be payable to project personnel, provided that an entitlement to assignment grant exists. Payment of the non-removal element shall be limited to a period of five years at one duty station, with a possible extension of up to two years on an exceptional basis;

(ii) Project personnel listed in rule 200.1 (a) who have an entitlement to removal costs under rule 107.27 shall not be entitled to the non-removal element.

Rule 203.12

Extension of tour of duty

When project personnel are assigned to a duty station for tours of duty of less than one year and are paid a daily subsistence allowance under rule 203.9, and their assignments are subsequently extended so that their total anticipated service will be one year or more at that duty station, the Secretary-General shall decide whether to continue to pay, for the balance of the tour of duty, the daily subsistence allowance, or to pay assignment grant under rule 203.10, mobility and hardship allowance under rule 203.11 and the post adjustment under rule 203.5.

Rule 203.13

Deductions and contributions

(a) There shall be deducted from the total payments due to project personnel:

(i) Staff assessment, at the rates and subject to the conditions prescribed in staff regulation 3.3 and rule 203.4;

(ii) Contributions to the United Nations Joint Staff Pension Fund, if the individual is a participant under rule 206.1.

(b) Deductions from salaries and other emoluments may also be made for:

(i) Other contributions for which provision is made under these Rules;

(ii) Indebtedness to the United Nations;

(iii) Indebtedness to third parties when any deduction for this purpose is authorized by the Secretary-General;

(iv) Lodging provided by the United Nations, by a Government or by a related institution.

Rule 203.14

Salary advances

(a) Salary advances may be made to staff members under the following circumstances:

(i) When they are initially appointed, in the amount of the salary due for their first month of service under rule 203.1 after deduction of staff assessment under rule 203.4;

(ii) When, through no fault of their own, they do not receive their regular monthly payment, in the amount due;

(iii) Upon separation pending final settlement of pay accounts and subject to the advance not exceeding 80 per cent of the estimated final net payment due;

(iv) When they are assigned to a new duty station, in such amount as, in the opinion of the Secretary-General, is appropriate;

(v) Upon departure for extended official travel or for approved leave involving absence from duty for more than one month in the amount that would fall due for payment during the anticipated period of absence.

(b) Salary advances may be made to project personnel in appropriate amounts for other reasons when, in the opinion of the Secretary-General, there are exceptional and compelling reasons for making an advance. Requests for such advances shall be supported by a detailed justification in writing.

(c) Outstanding salary advances shall be recovered from project personnel in instalments determined by the Secretary-General in consecutive pay periods commencing not later than the period following that in which the advance is made.

Rule 203.15

Pensionable remuneration

(a) The pensionable remuneration of project personnel shall be in accordance with articles 1 (q) and 54 of the Regulations of the United Nations Joint Staff Pension Fund.

(b) (Cancelled)

Article IV

APPOINTMENT AND PROMOTION

Regulation 4.1: As stated in Article 101 of the Charter, the power of appointment of staff members rests with the Secretary-General. Upon appointment, each staff member, including a staff member on secondment from government service, shall receive a letter of appointment in accordance with the provisions of annex II to the present Regulations and signed by the Secretary-General or by an official in the name of the Secretary-General.

Regulation 4.2: The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Regulation 4.3: In accordance with the principles of the Charter, selection of staff members shall be made without distinction as to race, sex or religion. So far as practicable, selection shall be made on a competitive basis.

Regulation 4.4: Subject to the provisions of Article 101, paragraph 3, of the Charter, and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be had, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the United Nations. This consideration shall also apply, on a reciprocal basis, to the specialized agencies brought into relationship with the United Nations. The Secretary-General may limit eligibility to apply for vacant posts to be filled by staff members appointed for one year or longer under the 100 series of the Staff Rules to internal candidates, as defined by the Secretary-General. If so, other candidates shall be allowed to apply, under conditions to be defined by the Secretary-General, when no internal candidate meets the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the post.

Regulation 4.5: (a) Appointment of Under-Secretaries-General and of Assistant Secretaries-General shall normally be for a period of five years, subject to prolongation or renewal. Other staff members shall be granted either permanent or temporary appointments under such terms and conditions consistent with the present Regulations as the Secretary-General may prescribe.

(b) The Secretary-General shall prescribe which staff members are eligible for permanent appointments. The probationary period for granting or confirming a permanent appointment shall normally not exceed two years, provided that in individual cases the Secretary-General may extend the probationary period for not more than one additional year.

Regulation 4.6: The Secretary-General shall establish appropriate medical standards that staff members shall be required to meet before appointment.

Chapter IV

APPOINTMENT

Rule 204.1

Letter of appointment

The letter of appointment granted to project personnel shall contain expressly or by reference the terms and conditions of employment.

Rule 204.2

Effective date of appointment

The appointment of project personnel shall take effect from the date on which they enter into official travel status to assume their duties or, if no official travel is involved, from the date on which they enter upon their duties.

Rule 204.3

Types of appointment

Project personnel shall be granted temporary appointments as follows:

(a) Temporary appointments shall be for a fixed term and shall expire without notice on the date specified in the respective letters of appointment. They may be for service in one or more mission areas and may be for short, intermediate or long term, as defined in rule 200.2 (f);

(b) Project personnel who are initially granted appointments for less than one year but whose appointments are subsequently extended so that the total continuous contractual service is one year or more but less than five years shall be considered to be in intermediate-term status with effect from the date from which their appointment is extended or converted to intermediate-term status;

(c) Project personnel in intermediate-term status who complete five years' continuous service and whose appointments are extended for at least one further year shall be considered to be in long-term status with effect from the date on which they complete five years' continuous service;

(d) A temporary appointment does not carry any expectancy of renewal.

Rule 204.4

Notification by project personnel and obligation to supply information

On appointment, project personnel shall be responsible for supplying the Secretary-General with any information that may be required for the purpose of determining their status under these rules and for completing administrative arrangements in connection with their appointments. Specifically, this requirement shall include information on nationality, passport and visa, marital status, dependency status, information relevant to home leave and designation of beneficiary. They shall be responsible also for promptly notifying the Secretary-General, in writing, of any subsequent changes affecting their status under these Rules.

Rule 204.5

Nationality

(a) In the application of these Rules, the United Nations shall not recognize more than one nationality for project personnel.

(b) When project personnel have been legally accorded nationality status by more than one State, nationality for the purpose of these Rules shall be the nationality of the State with which, in the opinion of the Secretary-General, the individual is most closely associated.

Rule 204.6

Medical examination

(a) Project personnel shall undergo a medical examination prior to appointment. The examination shall be made by a United Nations medical officer or, if no such officer has been designated, by another qualified member of the medical profession. A report on the examination shall be submitted to and approved by the United Nations Medical Director before the individual leaves the home country and shall include an opinion on the individual's fitness for living, working and travelling under the conditions in the country to which he or she is assigned for duty.

(b) Project personnel may be required to undergo periodic medical examinations. They shall undergo a medical examination on separation from service, and the report on this last examination shall be submitted to the United Nations Medical Director for review.

Rule 204.7

Effect of marriage on contractual status and entitlements

Where both husband and wife are employed by the United Nations, their contractual status shall not be affected by their marriage, but their entitlements and other benefits shall be modified as provided in the relevant staff regulations and rules. However, if the spouses maintain separate households because they are assigned to different duty stations, the Secretary-General may decide to maintain such separate entitlements and benefits, provided that this is not inconsistent with any staff regulation or other decision of the General Assembly. The same modifications shall apply in the case of an individual whose spouse is employed by another organization participating in the United Nations common system.

Article V

ANNUAL AND SPECIAL LEAVE

Regulation 5.1: Staff members shall be allowed appropriate annual leave.

Regulation 5.2: Special leave may be authorized by the Secretary-General in exceptional cases.

Regulation 5.3: Eligible staff members shall be granted home leave once in every two years. However, in the case of designated duty stations having very difficult conditions of life and work, eligible staff members shall be granted home leave once in every 12 months. A staff member whose home country is either the country of his or her official duty station or the country of his or her normal residence while in United Nations service shall not be eligible for home leave.

Chapter V

ANNUAL AND SPECIAL LEAVE

Rule 205.1

Annual leave

(a) Project personnel who are granted appointments of six months or more, or who have completed six months' continuous service, shall accrue annual leave while in full-pay status at the rate of six weeks for each year of continuous service. No leave shall accrue while an individual is receiving compensation equivalent to salary and allowances under rule 206.5. Official holidays as under rule 201.4 shall be excluded for the purpose of computing annual leave.

(b) Annual leave may be taken in units of days or half-days, subject to the exigencies of service. Project personnel shall be required to submit a monthly report of leave so taken; a "NIL" report shall be submitted where no leave has been taken during the month.

(c) Project personnel in continuous employment may carry over up to six weeks of annual leave from the first year to the second counted as of the anniversary date of their initial appointment; a maximum of nine weeks of accrued annual leave may be carried over from the second to the third year of service; thereafter, a maximum of 12 weeks of accrued annual leave may be carried over from one year to the next.

(d) Leave may be taken only when authorized. If an individual is absent from work without authorization, payment of salary and allowances shall cease for the period of unauthorized absence. However, if, in the opinion of the Secretary-General, the absence was caused by reasons beyond the individual's control, and the individual has accrued annual leave, the absence will be charged to that leave.

(e) In exceptional circumstances, and subject to the provisions of rule 209.10, the Secretary-General may authorize advance annual leave up to a maximum of two weeks for an individual, provided his or her service is expected to continue for a period beyond the date necessary for him or her to accrue that amount of leave.

Rule 205.2

Home leave

(See also rule 207.11 for travel on home leave)

(a) Subject to the conditions in staff regulation 5.3 and rule 207.11 and such others as may be prescribed by the Secretary-General from time to time, project personnel in intermediate-term or long-term status who are residing and serving outside their home country and their eligible family members who are in the mission area shall be allowed to visit the home country at the expense of the Organization once every two years.

(b) Except for allowable travel time, the period of such leave will be charged to annual leave.

(c) The country of home leave shall be the country of the project personnel's nationality, subject to the following terms, conditions and exceptions:

(i) The place of home leave of the individual within his or her home country shall be, for purposes of travel and transportation entitlements, the place with which he or she had the closest residential ties during the period of his or her most recent residence in his or her home country preceding appointment. In exceptional circumstances, a change in the place in the country of home leave may be authorized, under conditions established by the Secretary-General;

(ii) An individual who has served with another public international organization immediately preceding his or her appointment shall have the place of his or her home leave determined as though his or her entire previous service with the other international organization had been with the United Nations;

(iii) The Secretary-General, in exceptional and compelling circumstances, may authorize:

a. A country other than the country of nationality as the home country, for the purposes of this rule. An individual requesting such authorization will be required to satisfy the Secretary-General that he or she maintained his or her normal residence in such other country for a prolonged period preceding his or her appointment, that the individual continues to have close family or personal ties in that country and that his or her taking home leave there would not be inconsistent with the purposes and intent of staff regulation 5.3;

b. Travel in a particular home leave year to a country other than the home country, subject to conditions established by the Secretary-General. In such a case, the travel expenses borne by the United Nations shall not exceed the cost of travel to the home country.

(d) If both husband and wife are employed by the United Nations and are eligible for home leave, and taking into account rule 204.7, each individual shall have the choice either of exercising his or her own home leave entitlement or of accompanying the spouse. An individual who chooses to accompany his or her spouse shall be granted travel time appropriate to the travel involved. Dependent children whose parents are staff members, each of whom is entitled to home leave, may accompany either parent. The frequency of travel shall not exceed the established periodicity of the home leave with regard both to project personnel and to their dependent children, if any.

(e) Under the terms and conditions established by the Secretary-General, project personnel serving at designated duty stations having very difficult conditions of life and work shall be granted home leave once every 12 months.

Rule 205.3

Special leave

(a) (i) Project personnel may be granted special leave in cases of extended illness, for child care or for other important reasons for such period as, in the opinion of the Secretary-General, is appropriate. In exceptional cases, the Secretary-General may, at his initiative, place an individual on special leave with full pay if he considers such leave to be in the interest of the Organization;

(ii) Special leave is normally without pay. In exceptional circumstances, special leave with full or partial pay may be granted;

(iii) In the case of adoption of a child, special leave with full pay may be granted under the conditions and for the period established by the Secretary-General. Special leave without pay may be granted to project personnel for a reasonable period, including necessary travel time, upon the death of a member of the immediate family of project personnel or in case of serious family emergency;

(iv) Special leave shall not be authorized for governmental service in a political office, in a diplomatic or other representational post or for the purpose of performing any functions that are incompatible with the individual's continuing status as an international civil servant. In exceptional circumstances, special leave without pay may be granted to an individual who is requested by his or her Government to render temporary services involving functions of a technical nature.

(b) Project personnel shall not accrue service credit towards any entitlement under these Rules during full months of special leave with partial pay or without pay. Periods of less than one full month of such leave shall not affect the ordinary rates of accrual of such entitlements.

(c) The continuity of service of project personnel shall not be considered broken by periods of special leave.

Article VI

SOCIAL SECURITY

Regulation 6.1: Provision shall be made for the participation of staff members in the United Nations Joint Staff Pension Fund in accordance with the regulations of that Fund.

Regulation 6.2: The Secretary-General shall establish a scheme of social security for the staff, including provisions for health protection, sick leave and maternity leave, and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the United Nations.

Chapter VI

SOCIAL SECURITY

Rule 206.1

Participation in the Pension Fund

Project personnel whose appointments are for six months or longer, or who complete six months of service under shorter appointments without an interruption of more than 30 days, shall become participants in the United Nations Joint Staff Pension Fund, provided that participation is not excluded by their letters of appointment.

Rule 206.2

Group life insurance plan

(Cancelled as of 1 February 1998)

Rule 206.3

Sick leave

(a) Project personnel who are unable to perform their duties by reason of illness or injury, or whose attendance at work is prevented by public health requirements, will be granted sick leave. All sick leave must be approved on behalf of, and under conditions established by, the Secretary-General.

Maximum entitlement

(b) The maximum entitlement to sick leave of project personnel shall be determined by the duration of their appointment, in accordance with the following provisions:

(i) Project personnel in short-term status may be granted sick leave at the rate of two working days per month of service;

(ii) Project personnel in intermediate-term status may be granted sick leave of up to three months on full salary and three months on half-salary in any period of 12 consecutive months, provided that the amount of sick leave in any period of four consecutive years shall not exceed nine months on full salary and nine months on half-salary;

(iii) Project personnel in long-term status may be granted sick leave of up to nine months on full salary and nine months on half-salary in any period of four consecutive years.

Obligations of project personnel

(c) Project personnel shall submit a monthly report on any absence attributable to illness, injury or public health requirements. Sick leave in excess of three consecutive working days or longer shall be granted subject to conditions and in accordance with procedures established by the Secretary-General for the certification and approval of such leave. Sick leave may be refused if the Secretary-General is satisfied that such leave is not justified, in which case the absence shall be treated as unauthorized in accordance with rule 205.1 (d).

(d) Project personnel may be required at any time to submit a medical report as to their condition or to undergo a medical examination by the United Nations Medical Service or a medical practitioner designated by the Medical Director. When, in the opinion of the Medical Director, a medical condition impairs an individual's ability to perform

his or her functions, the individual may be directed not to attend the office and requested to seek treatment from a duly qualified medical practitioner. Project personnel shall comply promptly with any direction or request under this rule.

(e) Project personnel shall immediately notify a United Nations medical officer of any case of contagious disease occurring in their household or of any quarantine order affecting the household. In such a case, or in the case of any other conditions which may affect the health of others, the Medical Director shall decide whether the project personnel should be excused from attendance at the office. If so, the project personnel shall receive full salary and other emoluments for the period of authorized absence.

(f) Project personnel, while on sick leave, shall not leave the area of the duty station without the prior approval of the Secretary-General.

Rule 206.4

Medical care

(a) Project personnel shall participate in a medical insurance scheme provided by the United Nations unless exemption from such participation is expressly stated in the letter of appointment. The United Nations shall not be responsible for the medical care of project personnel who are exempted by their letter of appointment from the medical insurance scheme provided by the United Nations except in accordance with the provisions of staff rule 206.5 on compensation for death, injury or illness attributable to service.

(b) Project personnel appointed for a period of one month or more and participating in a medical insurance scheme provided by the United Nations may enrol their spouses and dependent children in the scheme.

(c) *(Cancelled as of 1 January 1998)*

(d) The United Nations will not assume responsibility for medical expenses incurred by project personnel following separation from service except in accordance with the provisions of staff rule 206.5 on compensation for death, injury or illness attributable to service.

Rule 206.5

Compensation for death, injury or illness attributable to service

Project personnel shall be entitled to compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations, in accordance with the rules set forth in appendix D to the Staff Rules (ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1, January 1976).

Rule 206.6

Compensation for loss or damage to personal effects attributable to service

Project personnel shall be entitled, within the limits and under the terms and conditions established by the Secretary-General, to reasonable compensation in the event of loss or damage to their personal effects determined to be directly attributable to the performance of official duties on behalf of the United Nations.

Rule 206.7

Maternity leave

(a) An individual shall be entitled to maternity leave in accordance with the following provisions:

(i) The leave shall extend for a total period of 16 weeks from the time it is granted, except as provided in subparagraph (iii) below;

(ii) The leave shall commence six weeks prior to the anticipated date of birth upon production of a certificate from a duly qualified medical practitioner or midwife indicating the anticipated date of birth. However, at the individual's request and upon production of a certificate from a duly qualified medical practitioner or midwife indicating that she is fit to continue to work, the absence may be permitted to commence less than six weeks but normally not less than two weeks before the anticipated date of birth. The pre-delivery leave shall extend to the actual date of birth;

(iii) The post-delivery leave shall extend for a period equivalent to the difference between 16 weeks and the actual period of pre-delivery leave, subject to a minimum of 10 weeks. However, the individual, on request, may be permitted to return to work after the lapse of a minimum period of six weeks following delivery;

(iv) The individual shall receive maternity leave with full pay for the entire duration of her absence under subparagraphs (ii) and (iii) above.

(b) Where both husband and wife are employed by the United Nations, an unused portion of maternity leave to which the mother would otherwise have been entitled under paragraph (a) above or under staff rule 106.3 (a) may be used as paternity leave by the father of the child, under conditions established by the Secretary-General. Alternatively, paternity leave may be charged to the father's annual leave entitlement.

(c) Sick leave shall not normally be granted for maternity cases except where serious complications arise.

(d) (Cancelled)

(e) Annual leave shall accrue during the period of maternity leave, provided that the individual returns to service for at least six months after the completion of maternity leave.

Article VII

TRAVEL AND REMOVAL EXPENSES

Regulation 7.1: **Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall in appropriate cases pay the travel expenses of staff members, their spouses and dependent children.**

Regulation 7.2: **Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall pay removal costs for staff members.**

Chapter VII

TRAVEL AND REMOVAL EXPENSES

Rule 207.1

Official travel of project personnel

Subject to the conditions prescribed in these Rules and such others as may be prescribed by the Secretary-General from time to time, the travel expenses of project personnel shall be paid in the following circumstances:

(i) On initial appointment;

(ii) On travel on official business;

(iii) On change of official duty station, as defined in rule 200.2;

(iv) On family visit travel under rule 207.12 or on travel in connection with home leave under rule 207.11;

(v) On separation from service under rule 207.14;

(vi) On travel authorized for medical or security reasons or in other appropriate cases when, in the opinion of the Secretary-General, there are compelling reasons for paying such expenses.

Rule 207.2

Official travel of family members

(a) Subject to the conditions prescribed in these Rules and such others as may be prescribed by the Secretary-General from time to time, the travel expenses of eligible family members of project personnel shall be paid in the following circumstances:

(i) On initial appointment of project personnel, or on a change of official duty station in accordance with rules 207.9 and 207.10;

(ii) On home leave, in accordance with rule 207.11;

(iii) On separation from service, if the family members had been residing in the mission area following travel at United Nations expense;

(iv) On journeys authorized in connection with the education of children in accordance with rule 203.8 (g);

(v) On travel authorized for medical or security reasons or in other appropriate cases when, in the opinion of the Secretary-General, there are compelling reasons for paying such expenses;

(vi) For the spouse, in lieu of project personnel's family visit travel under rule 207.1 (iv).

(b) Eligible family members shall comprise a spouse and dependent children, as defined in rule 203.7 (b) (ii). In addition, those children in respect of whom an education grant is payable, even though they are no longer recognized as dependent under staff rule 203.7 (b) (ii), shall be eligible for education grant travel.

(c) Under paragraph (a) (iii) above, the United Nations shall pay the travel expenses of project personnel's eligible family members from the official duty station to the place to which the staff member is entitled to be returned in accordance with rule 207.1 (v). Where both husband and wife are employed by the United Nations and either or both are entitled to the payment of travel expenses on separation from service, and taking into account rule 204.7, travel expenses

shall be paid for each only upon their own separation from service. Where both spouses are entitled to return travel expenses, each individual shall have the choice either of exercising his or her own entitlement or of accompanying the other spouse, provided that in no case shall such expenses be paid for an individual while he or she remains in the service of the Organization.

Rule 207.3

Travel expenses

(a) Travel expenses paid or reimbursed by the United Nations under these Rules shall comprise:

(i) Transportation expenses (i.e., carrier fare);

(ii) Terminal expenses;

(iii) Daily subsistence allowance while in travel status;

(iv) Other necessary expenses incurred during travel.

(b) Project personnel shall exercise the same care in incurring expenses during travel that a prudent person would exercise if travelling on personal business.

Rule 207.4

Authority for travel

(a) The Organization will pay travel expenses only for travel which has been duly authorized and accomplished.

(b) Project personnel are responsible for ensuring that they have written authorization before commencing travel.

(c) In exceptional circumstances, project personnel may be authorized to travel on oral instructions, but such oral authorization shall require subsequent written confirmation.

Rule 207.5

Route and mode of travel

(a) All travel at the expense of the Organization shall be by a route and mode as prescribed by the Secretary-General.

(b) Travel shall be by the most direct and economical route and mode of transportation unless it is established to the satisfaction of the Secretary-General that the use of an alternative route or mode is in the best interests of the Organization.

(c) Travel subsistence allowance or other entitlements, including travel time, shall be limited to that allowable for a journey by the approved route and mode of travel. Project personnel who make other arrangements for personal convenience must obtain advance approval to do so and pay all additional costs themselves.

Rule 207.6

Standards of accommodation

(a) For official travel, accommodations shall be provided in accordance with the following standards:

(i) When the approved travel is by air, it shall be by economy-class transportation in accordance with the least costly airfare structure regularly available. However, under conditions established by the Secretary-General, accommodation immediately below first class may be granted. In exceptional cases, the Secretary-General may allow first-class travel;

(ii) When approved travel is by sea, it shall normally be by a standard next below first class;

(iii) In the case of official travel by train, project personnel shall be provided with appropriate first-class accommodations, including, where necessary, suitable sleeper or other facilities;

(iv) Family members authorized to travel at United Nations expense shall be allowed accommodations similar to those of project personnel.

(b) Project personnel who elect higher standards of accommodation either for themselves or for their family members shall bear the additional costs entailed; conversely, if project personnel elect to travel by lower standards of accommodation, the Organization shall pay only for accommodations actually used.

Rule 207.7

Travel by automobile

(a) Project personnel who are authorized to travel by privately owned automobile shall be reimbursed for actual mileage on the basis of operating costs in the area in which the travel is undertaken. The mileage rate and the appropriate minimum distance for the calculation of the travel subsistence allowance shall be established by the Secretary-General from time to time.

(b) The total mileage rate reimbursement and travel subsistence allowance which project personnel may claim in respect of a journey shall be limited to the maximum travel expenses admissible had the journey been performed by the most economical route and mode of travel prescribed under rules 207.5 and 207.6.

(c) The mileage rate established under paragraph (a) above shall be payable only to one of two or more persons travelling together on the same journey and in the same automobile.

Rule 207.8

Purchase of tickets

(a) All tickets for transportation involving official travel for project personnel and their eligible family members shall be purchased by the United Nations in advance of the actual travel. In special circumstances, the individual may be authorized to make the arrangements himself or herself and claim subsequent reimbursement from the Organization.

(b) When project personnel request a standard of accommodation in excess of that prescribed under rule 207.6 or are authorized, for reasons of personal preference or convenience, to travel by other than the approved route or mode of travel prescribed under rule 207.5, they shall be required to pay any additional costs entailed before the United Nations provides them with the necessary tickets.

Rule 207.9

Initial and return travel of family members

(a) Subject to the conditions laid down in these Rules and others as may be prescribed by the Secretary-General from time to time, the United Nations shall pay the initial and return travel expenses of eligible family members of project personnel in intermediate-term or long-term status to and from the duty station when the following circumstances obtain:

(i) The individual is a. assigned to an official duty station for not less than one year; or b. his or her assignment after a shorter period is extended so that the total period is not less than one year; or c. following his or her own family visit travel under rule 207.12, the individual is to remain in service at an official duty station for at least 10 months from the date of his or her return to the field;

(ii) The family members are expected to remain in the mission area for at least six months during the individual's service there, except for dependent children normally resident with the individual who intend to leave the mission area for the purpose of education;

(iii) The Secretary-General has decided that there are no special circumstances or local conditions which preclude project personnel being accompanied by their family members; and

(iv) The individual assumes responsibility for the costs of living, accommodation and medical care for his or her family members.

(b) The Secretary-General may approve travel based on a shorter period than that specified in paragraph (a) (i) and (ii) above if, in his view, the circumstances warrant it.

Rule 207.10

Travel of family members on change of official duty station

The conditions in rule 207.9 shall govern the travel of eligible family members on change of official duty station of project personnel.

Rule 207.11

Travel on home leave

(See also rule 205.2)

(a) (i) Home leave travel shall consist of one round trip at United Nations expense between the official duty station and the place of home leave and may be authorized every two years provided that, for the first home leave, project personnel have completed at least 22 months of continuous service after initial appointment;

(ii) For the second and each succeeding home leave, the entitlement of such leave shall not be granted before 24 months of continuous service have been completed since the date of departure for previous home leave, or the anniversary date of initial appointment, whichever of these dates is later;

(iii) In exceptional circumstances, project personnel may be granted advanced home leave provided that normally not less than 12 months of qualifying service have been completed since initial appointment or since the date of return from the last home leave, as the case may be, and that the granting of such advanced home leave shall not advance the date of entitlement to subsequent home leaves. The granting of advanced home leave shall be subject to the conditions for the entitlement being

subsequently met. If these conditions are not met, the individual will be required to reimburse the costs paid by the Organization for the advanced travel.

(b) Travel of eligible family members shall be in conjunction with the approved home leave of project personnel, provided that exceptions may be granted if the exigencies of the service or other special circumstances prevent the project personnel and their family members from travelling together. Home leave travel of family members will not normally be authorized unless the family members have been in the mission area for at least six months prior to departure on home leave.

(c) The grant of home leave shall be subject to the conditions that:

(i) Project personnel return to the duty station for at least six additional months;

(ii) (Cancelled)

(iii) Project personnel shall remain in their home countries for at least two weeks;

(iv) The amount of travel time, the route and mode of travel shall be determined by the Secretary-General.

(d) Credit towards home leave shall accrue as from the date of departure from the home country to enter on service, or the date of departure on a previous home leave, whichever of these dates is later.

(e) Project personnel may be required to take home leave in connection with other official travel, including travel on change of duty station, due regard being paid to the interests of the individual and his or her family.

(f) Project personnel who do not take home leave shall not receive any payment in lieu of the travel expenses, nor shall they be credited with additional annual leave in lieu of travel time.

(g) The Secretary-General may approve travel based on a shorter period than that specified in subparagraph (c) (i) above if, in his opinion, the exigencies of the service or other compelling reasons warrant it.

Rule 207.12

Family visit travel

(a) Project personnel in intermediate-term or long-term status who have family members in respect of whom a travel entitlement exists shall be entitled to travel to visit their family members at the expense of the Organization once every year in which their home leave does not fall due, provided that:

(i) They have completed not less than 12 months' continuous service after appointment or normally not less than 9 months since departure on their last home leave journey. In exceptional circumstances, the Secretary-General may either shorten or extend this period;

(ii) They have not exercised the entitlement for the travel of any of their family members (except education grant travel) during the preceding 12 months;

(iii) Their service at the duty station is expected to continue at least six months beyond the date of return to the duty station. In exceptional circumstances, the Secretary-General may either shorten or extend this period;

(iv) They remain for at least two weeks with their family members;

(v) The amount of travel time, the route and the mode of travel shall be determined by the Secretary-General;

(vi) The travel costs payable by the Organization shall not exceed the costs of travel to their place of home leave, except where the authorized travel is to a former duty station.

(b) Except for allowable travel time, the leave involved will be charged to annual leave.

(c) On return from such travel to the official duty station, the travel expenses of eligible family members shall normally not be paid by the Organization unless the individual is expected to continue in service for at least a further period of 10 months and family members remain at the duty station for at least 6 months.

(d) Project personnel may be required to exercise entitlements to family visit travel in conjunction with travel on official business or change of duty station, due regard being paid to the interest of the individual and his or her family.

(e) The conditions set out in paragraph (a) of this rule shall apply to the travel of a spouse under rule 207.2 (a) (vi) in lieu of project personnel's own family visit travel.

(f) The Secretary-General may establish special conditions for payment of these travel expenses in respect of eligible project personnel serving at designated duty stations having very difficult or difficult conditions of life and work.

Rule 207.13

Education grant travel

(*Cancelled as of 1 July 1999*)

Rule 207.14

Travel on separation from service

On separation from service, the travel expenses of project personnel shall be paid to the place from which they were recruited or to the place recognized as home for the purpose of home leave. Should project personnel, on separation, wish to go to any other place, payment of travel expenses shall not exceed the maximum amount that would have been payable on the basis of direct return transportation to the place of recruitment or home leave.

Rule 207.15

Terminal expenses

(a) For all official travel to or from the duty station, project personnel may claim reimbursement of terminal expenses incurred for each required trip by means of public conveyance between the airport or other point of arrival or departure and the hotel or other place of dwelling in respect of themselves and in respect of each family member authorized to travel at United Nations expense, at rates and under conditions established by the Secretary-General. No expenses shall be reimbursable in respect of an intermediate stop:

(i) Which is not authorized;

(ii) Which does not involve leaving the terminal;

(iii) Which is exclusively for the purpose of making an onward connection.

(b) Terminal expenses shall be deemed to include all expenditures for transportation between the airport or other point of arrival or departure and the hotel or other place of dwelling, including transfer of accompanied baggage and other incidental charges, except the costs provided for under rule 207.19 (iii).

(c) (Cancelled)

Rule 207.16

Daily subsistence allowance while in travel status

(a) Subject to the provisions of rule 203.9 and except during travel by sea, project personnel shall, when authorized to travel on official business, receive an appropriate daily subsistence allowance which may vary from area to area. Except as provided in rules 207.15 and 207.19, any expenditures incurred in excess of the daily subsistence allowance shall be borne by project personnel.

(b) Daily subsistence allowance under paragraph (a) above shall not be paid in the case of project personnel in short-term status who are already in receipt of a daily subsistence allowance under rule 203.9 (a). Such personnel when travelling on official business outside the mission area shall receive the daily subsistence allowance at the rate applicable to the area in which they are in travel status.

(c) When family members are authorized to travel at United Nations expense, project personnel shall be paid an additional daily subsistence allowance on behalf of each such family member at one half the rate applicable to project personnel.

(d) The Secretary-General may establish a special rate for daily subsistence allowance in cases where he deems it appropriate, such as assignments to conferences or seminars, etc.

Rule 207.17

Computation of the daily subsistence allowance while in travel status

(a) Except during travel by sea, the daily subsistence allowance shall be paid to project personnel, at the rates and under the conditions prescribed in rule 207.16, for each calendar day or fraction thereof involving an overnight stay away from their residence, during which project personnel or their family members are in official travel status, provided that for a journey of 24 hours or longer a full day's allowance at the appropriate rate shall be paid for the day on which travel is begun and that no allowance shall be paid for the day on which travel is ended. Where travel does not involve an overnight stay away from the residence, no allowance shall be paid for a journey of less than 10 hours, and 40 per cent of the allowance shall be paid for a journey of 10 hours or more.

(b) Where travel is by sea, a full day's allowance at the appropriate rate shall be paid for the day of arrival at the port of disembarkation provided that the traveller remains in official travel status for more than 12 hours thereafter. No allowance shall be paid for the day on which embarkation takes place. This payment shall be in addition to the transit allowance under rule 207.18.

(c) No allowance shall be paid when a traveller returns to his or her official duty station within 12 hours after departure.

(d) When it is necessary for the purpose of computing the amount of daily subsistence allowance payable to specify the "hour of departure" and the "hour of arrival", these shall be considered as the time when the train, vessel or airplane used by the traveller actually departs from or arrives at its terminal.

(e) No travel subsistence allowance shall be payable in respect of travel on home leave, family visit or education grant, provided that the allowance may be paid for stopovers actually made on such travel under conditions established by the Secretary-General. Where travel at United Nations expense is authorized for medical, security or other reasons under rule 207.1 (vi) or 207.2 (a) (v), an appropriate amount of subsistence allowance may be paid at the discretion of the Secretary-General.

Rule 207.18

Expenses while in transit by sea

(a) Project personnel authorized to travel by sea shall be entitled to a transit allowance instead of the daily subsistence allowance under rule 207.16. This allowance is a fixed amount designed to cover such expenditures as project personnel are normally obliged to incur on board ship.

(b) The Secretary-General shall, from time to time, establish the transit allowance payable for specified journeys by sea, taking into account the cost of fares and the number of dependants accompanying the individual at the Organization's expense.

Rule 207.19

Miscellaneous travel expenses

Necessary additional expenses incurred by project personnel in connection with the transaction of official business while in the performance of authorized travel shall be reimbursed by the United Nations after completion of travel, provided that the necessity and the nature of the expenses are satisfactorily explained and supported by proper receipts, which shall normally be required for any expenditures in excess of $20.00. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

(i) Hire of local transportation other than that provided for under rule 207.15;

(ii) Telephone, telegraph, radio and cable messages on official business;

(iii) Transfer of authorized baggage by railway express or other appropriate agency;

(iv) Hire of room for official use;

(v) Stenographic or word-processing services or rental of equipment required for the preparation of official reports or correspondence;

(vi) Transportation or storage of baggage or property used on official business;

(vii) Passport and visa costs.

Rule 207.20

Excess baggage and unaccompanied shipments

Excess baggage

(a) For the purpose of these Rules, "excess baggage" shall mean baggage in excess of accompanied baggage carried without extra charge by transportation companies.

(b) Project personnel travelling by air shall be entitled to reimbursement of the cost of excess baggage for themselves and their eligible family members to the extent of the difference between their free baggage allowance and the free baggage allowance in first-class air travel, subject to conditions established by the Secretary-General.

(c) Additional excess baggage by air may be authorized for project personnel when, in the opinion of the Secretary-General, the circumstances so warrant. Wherever possible, however, such additional excess baggage will be shipped as unaccompanied shipment by air.

General provisions on unaccompanied shipments

(d) For the purpose of these Rules, "personal effects and household goods" shall mean effects and goods normally required for personal or household use, excluding animals and power-assisted vehicles.

(e) Unaccompanied shipments shall normally be made in one consignment, and shall be reimbursed on the basis of the maximum entitlement provided under this rule for transportation by the most economical means, as determined by the Secretary-General, between the places of departure and destination of the authorized travel of the project personnel and their family members.

(f) Normal costs of packing, crating and lift vans, cartage, unpacking and uncrating shall be reimbursed for the shipment of the maximum entitlements set by this rule, except for shipments under subparagraph (h) (i) below, for which the cost of cartage only shall be paid. Costs for the servicing, dismantling, installing or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment.

(g) The weight or volume of unaccompanied shipments of personal effects and household goods for which expenses are borne by the Organization under this rule shall include packing but exclude crating and lift vans.

Unaccompanied shipments on home leave, family visit or education grant travel

(h) When the authorized travel is by air or by land, charges for unaccompanied shipment of personal effects or household goods relating to travel on home leave, family visit or education grant may be reimbursed to a maximum of:

(i) 50 kilograms or 0.31 cubic metres by the most economical means, per person in respect of each journey, except as provided in subparagraph (ii) below. At the request of the individual, this entitlement may be converted to 10 additional kilograms of accompanied excess baggage per person;

(ii) 200 kilograms or 1.24 cubic metres by the most economical means for travel on education grant in regard to the first outward journey to, and the final return journey from, an educational institution.

Unaccompanied shipments for project personnel in short-term status

(i) Project personnel in short-term status may be authorized the shipment of personal effects and household goods by the most economical means, up to a maximum of 100 kilograms or 0.62 cubic metres.

Unaccompanied shipments for project personnel in intermediate-term or long-term status

(j) Project personnel in intermediate-term or long-term status may be authorized the shipment of personal effects and household goods by the most economical means, up to a maximum of 1,000 kilograms or 6.23 cubic metres for the individual project personnel, 500 kilograms or 3.11 cubic metres for the first eligible family member and 300 kilograms or 1.87 cubic metres for each additional family member authorized to travel at United Nations expense.

Additional entitlements for project personnel serving at designated duty stations

(k) Project personnel serving at designated duty stations having difficult conditions of life and work shall be granted, under conditions established by the Secretary-General, the following special entitlements:

(i) An additional shipment entitlement once a year to the duty station by the most economical means of up to 50 kilograms or 0.31 cubic metres in respect of the staff member and each eligible family member for whom the Organization has paid travel costs to the duty station;

(ii) An additional 50-kilogram shipment entitlement in connection with the birth or adoption of a child.

(l) In addition to the unaccompanied shipment entitlements under this rule, the cost of transporting a privately owned automobile to one of the duty stations designated for that purpose may be partially reimbursed under conditions established by the Secretary-General.

Conversion of surface shipment entitlements to unaccompanied shipment by air

(m) When the most economical means of shipment is by surface, the entitlement may be converted to unaccompanied shipment by air under conditions established by the Secretary-General.

Rule 207.21

Insurance

(a) Project personnel shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. However, compensation may be paid, under arrangements in force under rule 206.6, in respect of loss of or damage to such baggage determined to be directly attributable to the performance of official duties on behalf of the United Nations.

(b) In the case of personal effects and household goods shipped under rule 207.20, except on home leave or family visit or education grant travel, insurance coverage will be provided by the Organization up to the maxima established by the Secretary-General.

(c) The United Nations will not be responsible for loss of or damage to an unaccompanied shipment.

Rule 207.22

Travel advances

(a) Project personnel authorized to travel shall provide themselves with sufficient funds for all current expenses by securing an advance of funds if necessary. A reasonable advance of funds against the estimated reimbursable travel expenses may be made to project personnel or their family members for expenses authorized under these Rules. An advance of funds shall be considered reasonable if not more than 80 per cent of the estimated reimbursable expenditures. If, in the course of travel, project personnel have earned in subsistence allowance an amount equal to the amount advanced, they may be advanced the balance of the estimated reimbursable expenses. No advance shall be made in the case of travel by automobile.

(b) However, in those cases where project personnel are authorized to travel in accordance with staff rule 207.1 (a) (ii), an advance of funds at the rate of 100 per cent of the estimated travel subsistence allowance payable in accordance with staff rule 207.3 (a) (iii) may be made.

Rule 207.23

Transportation of decedents

Upon the death of project personnel or of an eligible family member, the United Nations shall pay the expenses of transportation of the body from the place of death to a place to which the deceased is entitled to return transportation under rule 207.1 or 207.9. These expenses shall include reasonable costs for preparation of the body. If local interment is elected, reasonable expenses incurred for the interment may be reimbursed.

Rule 207.24

Loss of entitlement to travel expenses and unaccompanied shipment

(a) The Secretary-General may reject any claim for payment or reimbursement of expenses for travel or unaccompanied shipment which are incurred by project personnel in contravention of any provisions of these Rules.

(b) Project personnel who resign before completing one year of service or within six months following the date of return from home leave or family visit travel shall not be entitled to payment of travel expenses on separation for themselves or their family members.

(c) Entitlement to expenses for return travel or unaccompanied shipment shall cease if travel or shipment has not commenced within two years after the date of separation from service. However, in accordance with staff rule 204.7, where both husband and wife are employed by the United Nations and the spouse who separates first is entitled to return travel or unaccompanied shipment, his or her entitlement shall not cease until two years after the date of separation of the other spouse.

(d) When return travel is delayed by project personnel for personal convenience, any resulting cost of revalidating the return portion of tickets shall be borne by project personnel.

(e) The Secretary-General may authorize exceptions to paragraphs (b) and (c) above if he is satisfied that there are compelling reasons for so doing.

Article VIII

STAFF RELATIONS

Regulation 8.1: (a) The Secretary-General shall establish and maintain continuous contact and communication with the staff in order to ensure the effective participation of the staff in identifying, examining and resolving issues relating to staff welfare, including conditions of work, general conditions of life and other personnel policies.

(b) Staff representative bodies shall be established and shall be entitled to initiate proposals to the Secretary-General for the purpose set forth in subparagraph 1 (a) above. They shall be organized in such a way as to afford equitable representation to all staff members, by means of elections that shall take place at least biennially under electoral regulations drawn up by the respective staff representative body and agreed to by the Secretary-General.

(c) (Cancelled)

Regulation 8.2: The Secretary-General shall establish joint staff/management machinery at both local and Secretariat-wide levels to advise him or her regarding personnel policies and general questions of staff welfare as provided in regulation 8.1.

Article IX

SEPARATION FROM SERVICE

Regulation 9.1: (a) The Secretary-General may terminate the appointment of a staff member who holds a permanent appointment and whose probationary period has been completed, if the necessities of the service require abolition of the post or reduction of the staff, if the services of the individual concerned prove unsatisfactory or if he or she is, for reasons of health, incapacitated for further service.

The Secretary-General may also, giving the reasons therefor, terminate the appointment of a staff member who holds a permanent appointment:

(i) If the conduct of the staff member indicates that the staff member does not meet the highest standards of integrity required by article 101, paragraph 3, of the Charter;

(ii) If facts anterior to the appointment of the staff member and relevant to his or her suitability come to light that, if they had been known at the time of his or her appointment, should, under the standards established in the Charter, have precluded his or her appointment.

No termination under subparagraphs (i) and (ii) shall take place until the matter has been considered and reported on by a special advisory board appointed for that purpose by the Secretary-General.

Finally, the Secretary-General may terminate the appointment of a staff member who holds a permanent appointment if such action would be in the interest of the good administration of the Organization and in accordance with the standards of the Charter, provided that the action is not contested by the staff member concerned.

(b) The Secretary-General may terminate the appointment of a staff member with a fixed-term appointment prior to the expiration date for any of the reasons specified in paragraph (a) above, or for such other reason as may be specified in the letter of appointment.

(c) In the case of all other staff members, including staff members serving a probationary period for a permanent appointment, the Secretary-General may, at any time, terminate the appointment if, in his or her opinion, such action would be in the interest of the United Nations.

Regulation 9.2: Staff members may resign from the Secretariat upon giving the Secretary-General the notice required under the terms of their appointment.

Regulation 9.3: (a) If the Secretary-General terminates an appointment, the staff member shall be given such notice and such indemnity payment as may be applicable under the Staff Regulations and Staff Rules. Payments of termination indemnity shall be made by the Secretary-General in accordance with the rates and conditions specified in annex III to the present Regulations.

(b) The Secretary-General may, where the circumstances warrant and he or she considers it justified, pay to a staff member terminated under the final paragraph of staff regulation 9.1 (a) a termination indemnity payment not more than 50 per cent higher than that which would otherwise be payable under the Staff Regulations.

Regulation 9.4: The Secretary-General shall establish a scheme for the payment of repatriation grants within the maximum rates and under the conditions specified in annex IV to the present Regulations.

Regulation 9.5: Staff members shall not be retained in active service beyond the age of sixty years or, if appointment on or after 1 January 1990, beyond the age of sixty-two years. The Secretary-General may, in the interest of the Organization, extend this age limit in exceptional cases.

Chapter IX

SEPARATION FROM SERVICE

Rule 209.1

Resignation

(a) A resignation, within the meaning of these Rules, is a separation initiated by the individual.

(b) Unless otherwise specified in their letters of appointment, 30 days' written notice of resignation shall be given by project personnel having fixed-term appointments. The Secretary-General may, however, accept resignations on shorter notice.

(c) The Secretary-General may require the resignation to be submitted in person in order to be acceptable.

Rule 209.2

Termination

(a) A termination within the meaning of these Rules is a separation initiated by the Organization other than: (i) a retirement; (ii) a summary dismissal for serious misconduct; or (iii) a separation as a result of the expiration of a fixed-term appointment on the due date.

(b) Abandonment of post is a separation initiated by the individual other than by way of resignation and is not considered a termination initiated by the Secretary-General within the meaning of staff regulation 9.1 (a) and rule 209.2 (a).

(c) A separation as a result of expiration of a fixed-term appointment shall take place automatically and without prior notice on the expiration date specified in the letter of appointment.

(d) The Secretary-General may, at any time, terminate the appointments of project personnel in accordance with the provisions of staff regulation 9.1.

Rule 209.3

(Cancelled)

Rule 209.4

Notice of termination

(a) Project personnel whose appointments are to be terminated prior to the expiration date specified in the letter of appointment shall be given not less than one month's written notice of termination or such notice as may be otherwise stipulated in their letters of appointment.

(b) In lieu of the notice period, the Secretary-General may authorize compensation calculated on the salary with post adjustment, dependency benefits and repatriation grant which the individual would have received had the date of termination been at the end of the notice period.

Rule 209.5

Termination indemnity

(a) Project personnel whose appointments are terminated shall be paid termination indemnity in accordance with the provisions of staff regulation 9.3 and annex III to the Staff Regulations. Length of service for the purpose of computation of termination indemnity shall be deemed to include completed months of service in excess of the completed years specified in the schedule contained in annex III (a) to the Staff Regulations.

(b) Payment of termination indemnity shall be calculated on the basis of the individual's gross salary less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i). Service credits shall not accrue during periods of special leave with partial pay or without pay of one full month or more.

Rule 209.6

Repatriation grant

Purpose

(a) The purpose of the repatriation grant provided by staff regulation 9.4 is to facilitate relocation of expatriate project personnel in a country other than the country of the last duty station, provided they meet the conditions contained in annex IV to the Staff Regulations and in this rule.

Definitions

(b) The following definitions shall be used in ascertaining whether the conditions contained in annex IV to the Staff Regulations and this rule are met:

(i) "Country of nationality" shall mean the country of nationality recognized by the Secretary-General;

(ii) "Dependent child" shall mean a child recognized as dependent under rule 203.7 (b) (ii) at the time of the individual's separation from service;

(iii) "Home country" shall mean the country of home leave entitlement under rule 205.2 or such other country as the Secretary-General may determine;

(iv) "Obligation to repatriate" shall mean the obligation to return project personnel and their eligible family members, upon separation, at the expense of the United Nations, to a place outside the country of the last duty station;

(v) "Qualifying service" shall mean one year or more of continuing service and residence away from the home country and the country of nationality of the individual project personnel, or country where the individual project personnel has acquired permanent resident status.

Eligibility

(c) Project personnel shall be eligible for payment of the repatriation grant in accordance with annex IV to the Staff Regulations if they meet all the following conditions:

(i) The Organization had the obligation to repatriate them upon separation after qualifying service of one year or longer;

(ii) They resided outside their country of nationality while serving at the last duty station;

(iii) They have not been summarily dismissed or separated from service on grounds of abandonment of post.

(d) No repatriation grant shall be paid to project personnel who have permanent resident status in the country of the duty station at the time of separation from service.

Evidence of relocation

(e) Payment of the repatriation grant after separation of eligible project personnel shall require prior submission of documentary evidence satisfactory to the Secretary-General that the former project personnel have relocated away from the country of the last duty station.

Amount and computation of the grant

(f) The amount of repatriation grant for eligible project personnel shall be computed on the basis of annex IV to the Staff Regulations and in accordance with terms and conditions established by the Secretary-General for determining the length of qualifying service for repatriation grant purposes.

(g) When both husband and wife are employed by the Organization and each is entitled to payment of a repatriation grant on separation from service, the amount of the grant paid to each shall be calculated in accordance with terms and conditions established by the Secretary-General.

Time limitation for submission of the claim

(h) Entitlement to the repatriation grant shall cease if no claim has been submitted within two years after the effective date of separation. However, when both husband and wife are employed by the Organization and the spouse who separates first is entitled to the repatriation grant, the claim for payment of the grant by that spouse shall be considered receivable if made within two years of the date of separation of the other spouse.

Payment in case of death of eligible project personnel

(i) In the event of the death of eligible project personnel, no payment shall be made unless there is a surviving spouse or one or more dependent children whom the United Nations is obligated to repatriate. If there are one or more such survivors, payment shall be made under terms and conditions established by the Secretary-General.

Rule 209.7

(Cancelled)

Rule 209.8

(Cancelled)

Rule 209.9

Commutation of accrued annual leave

If, upon separation, project personnel have accrued annual leave, they shall be paid in lieu thereof a sum of money in commutation of the period of such accrued leave up to a maximum of 45 days in the case of service of two years or less, or 60 days in the case of longer service. The payment shall be calculated on the basis of the individual's net base salary plus post adjustment, according to the schedule of rates set forth in staff regulation 3.3 (b) (i).

Rule 209.10

Restitution of advance annual and sick leave

(a) On separation, project personnel who have taken advance annual or sick leave beyond the amount actually earned and accrued while in service shall be required to make restitution for such advance leave by means of a cash refund.

(b) The Secretary-General may waive this requirement if he is satisfied that there are compelling reasons for doing so.

Rule 209.11

Last day for pay purposes

(a) When project personnel are separated from service, the date on which entitlement to salary, allowances and benefits shall cease shall be determined according to the following provisions:

(i) Upon resignation, the date shall be either the date of expiration of the notice period under rule 209.1 or such other date as the Secretary-General accepts;

(ii) Upon expiration of a fixed-term appointment, the date shall be the date specified in the letter of appointment;

(iii) Upon termination, the date shall be the date provided in the notice of termination;

(iv) In the case of summary dismissal, the date shall be the date of dismissal;

(v) In the case of death, the date on which entitlement to salary, allowances and benefits shall cease shall be the date of death, unless there is a surviving spouse or a dependent child. In this event, the date shall be determined in accordance with the following schedule:

Length of service	Months of extension beyond date of death
3 years or less	3
4 years	4
5 years	5
6 years	6
7 years	7
8 years	8
9 years or more	9

Length of service shall be deemed to comprise the individual's total period of continuous service. Completed months of service in excess of the completed years specified in the schedule above shall be taken into account on a proportionate basis up to the maximum extension of six months. Payment related to the period of extension beyond the date of death may be made in a lump sum as soon as the pay accounts and related matters can be closed. Such payment shall be calculated on the basis of the individual's gross salary less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i). All other entitlements and accrual of benefits shall cease as of the date of death.

(b) When project personnel have an entitlement to return travel under rule 207.1 (v), this shall not affect the determination of the last day for pay purposes in accordance with the provisions of paragraph (a) above. In the case of resignation, expiration of fixed-term appointment, termination or retirement, project personnel shall be paid, on separation, an additional amount for days of authorized travel estimated on the basis of uninterrupted travel by an approved route and mode from the duty station to the place of entitlement to return travel. Such amount shall be calculated as is done for commutation of accrued annual leave under rule 209.9.

Article X

DISCIPLINARY MEASURES

Regulation 10.1: The Secretary-General may establish administrative machinery with staff participation which will be available to advise him or her in disciplinary cases.

Regulation 10.2: The Secretary-General may impose disciplinary measures on staff members whose conduct is unsatisfactory. The Secretary-General may summarily dismiss a member of the staff for serious misconduct.

Chapter X

DISCIPLINARY MEASURES

Rule 210.1

Disciplinary measures

In any case involving possible disciplinary action, the Secretary-General may establish, on an ad hoc basis, machinery to advise him before any decision is taken.

Rule 210.2

Suspension pending investigation

If a charge of misconduct is made against an individual and the Secretary-General so decides, the individual may be suspended from duty during investigation. Such suspension shall be with pay unless, in exceptional circumstances, the Secretary-General decides that suspension without pay is appropriate. The suspension shall be without prejudice to the rights of the individual.

Article XI

APPEALS

Regulation 11.1: The Secretary-General shall establish administrative machinery with staff participation to advise him or her in case of any appeal by staff members against an administrative decision alleging the non-observance of their terms of appointment, including all pertinent regulations and rules.

Regulation 11.2: The United Nations Administrative Tribunal shall, under conditions prescribed in its statute, hear and pass judgement upon applications from staff members alleging non-observance of their terms of appointment, including all pertinent regulations and rules.

Chapter XI

APPEALS

Rule 211.1

Appeals

(a) The appropriate Joint Appeals Board to be determined in accordance with rule 111.2 (d) shall consider and advise the Secretary-General regarding appeals filed under the terms of staff regulation 11.1 by project personnel against an administrative decision alleging non-observance of their terms of appointment, including all pertinent regulations and rules, or against disciplinary action.

(b) Rule 111.1 on establishment and rule 111.2 on appeals shall apply to project personnel.

(c) Project personnel serving away from Headquarters may meet the time limits specified in paragraph (a) of rule 111.2 by delivering the letter addressed to the Secretary-General and the appeal submitted to the Secretary of the Joint Appeals Board within the respective specified periods to an office of the United Nations for transmission to Headquarters.

(The text of rules 111.1 and 111.2 is reproduced as appendix II to the present Rules.)

Rule 211.2

Administrative Tribunal

(a) Under staff regulation 11.2, project personnel may apply to the United Nations Administrative Tribunal alleging non-observance of their terms of appointment, including all pertinent regulations and rules, in accordance with the provisions of the statute of the Tribunal.

(b) An application to the Tribunal shall not be receivable unless the applicant has previously submitted the dispute to the Joint Appeals Board under rule 211.1 and the Board has communicated its opinion to the Secretary-General, except where the Secretary-General and the applicant have agreed to submit the application directly to the Tribunal.

Article XII

GENERAL PROVISIONS

Regulation 12.1: The present Regulations may be supplemented or amended by the General Assembly, without prejudice to the acquired rights of staff members.

Regulation 12.2: Such staff rules and amendments as the Secretary-General may make to implement the present Regulations shall be provisional until the requirements of regulations 12.3 and 12.4 below have been met.

Regulation 12.3: The full text of provisional staff rules and amendments shall be reported annually to the General Assembly. Should the Assembly find that a provisional rule and/or amendment is inconsistent with the intent and purpose of the Regulations, it may direct that the rule and/or amendment be withdrawn or modified.

Regulation 12.4: The provisional rules and amendments reported by the Secretary-General, taking into account such modifications and/or deletions as may be directed by the General Assembly, shall enter into full force and effect on 1 January following the year in which the report is made to the Assembly.

Regulation 12.5: Staff rules shall not give rise to acquired rights within the meaning of regulation 12.1 while they are provisional.

Chapter XII

GENERAL PROVISIONS

Rule 212.1

Amendment of, and exceptions to, Staff Rules

(a) Subject to staff regulations 12.1, 12.2, 12.3, 12.4 and 12.5, these Rules may be amended by the Secretary-General in a manner consistent with the Staff Regulations.

(b) Exceptions to these Rules may be made by the Secretary-General provided that such exception is not inconsistent with any staff regulation, and provided further that it is agreed to by the individual directly affected and is, in the opinion of the Secretary-General, not prejudicial to the interests of other project personnel.

Rule 212.2

Financial responsibility

Project personnel may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the United Nations as a result of their negligence or of their having violated any regulation, rule or administrative instruction.

Rule 212.3

Liability insurance

Project personnel who own or drive automobiles shall carry public liability and property damage insurance in an amount adequate to insure them against claims arising from injury or death to other persons or damage to the property of others, caused by their automobiles.

Rule 212.4

Beneficiaries

(a) At the time of appointment, project personnel shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Secretary-General. It shall be the responsibility of project personnel to notify the Secretary-General of any revocations or changes of beneficiaries.

(b) In the event of the death of the individual, all amounts standing to his or her credit will be paid to his or her nominated beneficiary or beneficiaries subject to application of these Rules. Such payment shall afford the United Nations a complete release from all further liability in respect to any sum so paid.

(c) If a nominated beneficiary does not survive or if a designation of beneficiary has not been made or has been revoked, the amount standing to the credit of the individual shall upon his or her death be paid to his or her estate.

Rule 212.5

Retroactivity of payment

Project personnel who may not have been receiving any allowances, grants or other payments due under these Rules shall not be entitled to receive such allowances, grants or other payments retroactively, unless a written claim has been submitted within one year of the date when the initial payment would otherwise have been due.

Rule 212.6

Proprietary rights

All rights, including title, copyright and patent rights, in any work performed by project personnel as part of their official duties shall be vested in the United Nations.

Rule 212.7

Effective date and authentic texts of rules

Except as otherwise indicated and subject always to the provisions of regulations 12.1, 12.2, 12.3, 12.4 and 12.5, rules 200.1 to 212.7 are effective as of 1 January 2000. The English and French texts of these Rules are equally authoritative.

Annex I

SALARY SCALES AND RELATED PROVISIONS

1. The Secretary-General shall establish the salary of the Administrator of the United Nations Development Programme and the salaries of United Nations officials in the Director category and above, in accordance with amounts determined by the General Assembly, subject to the staff assessment plan provided in staff regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, they shall receive the allowances that are available to staff members generally. With effect from 1 January 1998, the Administrator of the United Nations Development Programme shall receive a gross salary of US$ 175,344 per annum.

2. The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to United Nations officials in the Director category and above to compensate for such special costs as may be reasonably incurred, in the interests of the Organization, in the performance of duties assigned to them by the Secretary-General. Similar additional payments in similar circumstances may be made to heads of offices away from Headquarters. The maximum total amount of such payments is to be determined in the programme budget by the General Assembly.

3. Except as provided in paragraph 5 of the present annex, the salary scales and the scales of post adjustment for staff members in the Professional and higher categories shall be as shown in the present annex.

4. Subject to satisfactory service, salary increments within the levels set forth in paragraph 3 of the present annex shall be awarded annually, except that any increments above step XI of the Associate Officer level, step XIII of the Second Officer level, step XII of the First Officer level, step X of the Senior Officer level and step IV of the Principal Officer level shall be preceded by two years at the previous step. The Secretary-General is authorized to reduce the interval between salary increments to ten months and twenty months, respectively, in the case of staff subject to geographical distribution who have an adequate and confirmed knowledge of a second official language of the United Nations.

5. The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for short-term missions, conference and other short-term service, to consultants, to Field Service personnel and to technical assistance experts.

6. The Secretary-General shall fix the salary scales for staff members in the General Service and related categories, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations Office concerned, provided that the Secretary-General may, where he or she deems it appropriate, establish rules and salary limits for payment of a non-resident allowance to General Service staff members recruited from outside the local area. The gross pensionable remuneration of such staff shall be determined in accordance with the methodology specified in article 54 (a) of the Regulations of the United Nations Joint Staff Pension Fund and are shown in the salary scales applicable to such staff.

7. The Secretary-General shall establish rules under which a language allowance may be paid to staff members in the General Service category who pass an appropriate test and demonstrate continued proficiency in the use of two or more official languages.

8. In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 1 and 3 of the present annex by the application of non-pensionable post adjustments based on relative costs of living, standards of living and related factors at the office concerned as compared to New York. Such post adjustments shall not be subject to staff assessment.

9. No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.

Salary scale for the Professional and higher categories, showing annual gross salaries and net equivalents after application of staff assessment

Effective 1 March 1999

(United States dollars)

Level		Steps														
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General																
USG	Gross	151 440														
	Net D	104 662														
	Net S	94 190														
Assistant Secretary-General																
ASG	Gross	137 683														
	Net D	95 995														
	Net S	86 926														
Director																
D-2	Gross	112 824	115 311 *	117 797 *	120 283 *	122 768 *	125 256 *									
	Net D	80 334	81 901	83 467	85 033	86 599	88 166									
	Net S	73 801	75 114	76 427	77 739	79 052	80 365									
Principal Officer																
D-1	Gross	99 848	101 948	104 047	106 142	108 243 *	110 346 *	112 476 *	114 605 *	116 732 *						
	Net D	72 068	73 410	74 751	76 090	77 432	78 773	80 115	81 456	82 796						
	Net S	66 615	67 793	68 970	70 146	71 324	72 493	73 617	74 741	75 864						
Senior Officer																
P-5	Gross	88 099	89 975	91 875	93 775	95 674	97 571	99 471	101 371	103 269	105 169	107 067 *	108 966 *	110 878 *		
	Net D	64 545	65 759	66 973	68 187	69 401	70 613	71 827	73 041	74 254	75 468	76 681	77 894	79 108		
	Net S	59 963	61 075	62 142	63 208	64 273	65 337	66 403	67 469	68 534	69 600	70 665	71 730	72 773		
First Officer																
P-4	Gross	72 631	74 438	76 257	78 085	79 917	81 743	83 573	85 403	87 232	89 060	90 898	92 756	94 606 *	96 459 *	98 311 *
	Net D	54 516	55 701	56 883	58 066	59 251	60 433	61 617	62 801	63 984	65 167	66 349	67 536	68 718	69 902	71 086
	Net S	50 767	51 856	52 940	54 024	55 111	56 194	57 279	58 364	59 448	60 533	61 594	62 636	63 674	64 713	65 753
Second Officer																
P-3	Gross	59 386	61 057	62 731	64 400	66 088	67 782	69 477	71 174	72 867	74 564	76 275	77 994 *	79 711 *	81 430 *	83 148 *
	Net D	45 777	46 888	48 001	49 111	50 224	51 335	52 447	53 560	54 671	55 784	56 895	58 007	59 118	60 230	61 342
	Net S	42 730	43 752	44 776	45 798	46 821	47 843	48 865	49 888	50 909	51 932	52 951	53 970	54 989	56 008	57 027
Associate Officer																
P-2	Gross	47 805	49 265	50 721	52 180	53 636	55 098	56 594	58 087	59 585	61 080	62 573	64 071 *			
	Net D	37 953	38 949	39 942	40 937	41 930	42 925	43 920	44 913	45 909	46 903	47 896	48 892			
	Net S	35 598	36 501	37 401	38 302	39 202	40 105	41 021	41 934	42 851	43 766	44 680	45 596			
Assistant Officer																
P-1	Gross	36 422	37 791	39 157	40 525	41 891	43 258	44 627	46 018	47 418	48 820					
	Net D	30 044	31 001	31 956	32 912	33 867	34 822	35 779	36 734	37 689	38 645					
	Net S	28 341	29 222	30 102	30 983	31 863	32 743	33 625	34 494	35 359	36 226					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk, for which a two-year period at the preceding step is required.

Annex II

LETTERS OF APPOINTMENT

(a) The letter of appointment shall state:

(i) That the appointment is subject to the provisions of the Staff Regulations and of the Staff Rules applicable to the category of appointment in question and to changes which may be duly made in such regulations and rules from time to time;

(ii) The nature of the appointment;

(iii) The date at which the staff member is required to enter upon his or her duties;

(iv) The period of appointment, the notice required to terminate it and the period of probation, if any;

(v) The category, level, commencing rate of salary and, if increments are allowable, the scale of increments and the maximum attainable;

(vi) Any special conditions which may be applicable.

(b) A copy of the Staff Regulations and the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he or she has been acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules.

(c) The letter of appointment of a staff member on secondment from government service signed by the staff member and by or on behalf of the Secretary-General, and relevant supporting documentation of the terms and conditions of secondment agreed to by the Member State and the staff member, shall be evidence of the existence and validity of secondment from government service to the Organization for the period stated in the letter of appointment.

Annex III

TERMINATION INDEMNITY

Staff members whose appointments are terminated shall be paid an indemnity in accordance with the following provisions:

(a) Except as provided in paragraphs (b), (c) and (e) below and in regulation 9.3 (b), the termination indemnity shall be paid in accordance with the following schedule:

	Months of gross salary, less staff assessment, where applicable		
Completed years of service	Permanent appointments	Temporary appointments which are not for a fixed term	Temporary appointments for a fixed term exceeding six months
Less than 1	Not applicable	Nil	One week for each month
1	Not applicable	1	of uncompleted service
2	3	1	subject to a minimum of
3	3	2	six weeks' and a
4	4	3	maximum of three months'
5	5	4	indemnity pay
6	6	5	3
7	7	6	5
8	8	7	7
9	9	9	9
10	9.5	9.5	9.5
11	10	10	10
12	10.5	10.5	10.5
13	11	11	11
14	11.5	11.5	11.5
15 or more	12	12	12

(b) A staff member whose appointment is terminated for reasons of health shall receive an indemnity equal to the indemnity provided under paragraph (a) of the present annex reduced by the amount of any disability benefit that the staff member may receive under the Regulations of the United Nations Joint Staff Pension Fund for the number of months to which the indemnity rate corresponds.

(c) A staff member whose appointment is terminated for unsatisfactory service or who for disciplinary reasons is dismissed for misconduct other than by summary dismissal may be paid, at the discretion of the Secretary-General, an indemnity not exceeding one half of the indemnity provided under paragraph (a) of the present annex.

(d) No indemnity payments shall be made to:

(i) A staff member who resigns, except where termination notice has been given and the termination date agreed upon;

(ii) A staff member who has a temporary appointment that is not for a fixed term and that is terminated during the first year of service;

(iii) A staff member who has a temporary appointment for a fixed term that is completed on the expiration date specified in the letter of appointment;

(iv) A staff member who is summarily dismissed;

(v) A staff member who abandons his or her post;

(vi) A staff member who is retired under the Regulations of the United Nations Joint Staff Pension Fund.

(e) Staff members specifically engaged for conference and other short-term service or for service with a mission, as consultants or as experts, and staff members who are locally recruited for service in established offices away from Headquarters may be paid termination indemnity if and as provided in their letters of appointment.

Annex IV

REPATRIATION GRANT

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate and who at the time of separation are residing, by virtue of their service with the United Nations, outside their country of nationality. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Eligible staff members shall be entitled to a repatriation grant only upon relocation outside the country of the duty station. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Secretary-General.

Years of continuous service away from home country	Staff member with a spouse or dependent child at time of separation	Staff member with neither a spouse nor dependent child at time of separation	
		Professional and higher categories	General Service category
	Weeks of gross salary, less staff assessment, where applicable		
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

APPENDICES TO THE STAFF RULES

Appendix I (rule 203.1)

SALARY SCALES

Annual gross salaries and net equivalents after application of staff assessment

Effective 1 March 1999

(United States dollars)

Level		Steps I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
			*	*	*	*	*									
L-7	Gross	112 824	115 311	117 797	120 283	122 768	125 256									
	Net D	80 334	81 901	83 467	85 033	86 599	88 166									
	Net S	73 801	75 114	76 427	77 739	79 052	80 365									
						*	*	*	*	*						
L-6	Gross	99 848	101 948	104 047	106 142	108 243	110 346	112 476	114 605	116 732						
	Net D	72 068	73 410	74 751	76 090	77 432	78 773	80 115	81 456	82 796						
	Net S	66 615	67 793	68 970	70 146	71 324	72 493	73 617	74 741	75 864						
												*	*	*		
L-5	Gross	88 099	89 975	91 875	93 775	95 674	97 571	99 471	101 371	103 269	105 169	107 067	108 966	110 878		
	Net D	64 545	65 759	66 973	68 187	69 401	70 613	71 827	73 041	74 254	75 468	76 681	77 894	79 108		
	Net S	59 963	61 075	62 142	63 208	64 273	65 337	66 403	67 469	68 534	69 600	70 665	71 730	72 773		
														*	*	*
L-4	Gross	72 631	74 438	76 257	78 085	79 917	81 743	83 573	85 403	87 232	89 060	90 898	92 756	94 606	96 459	98 311
	Net D	54 516	55 701	56 883	58 066	59 251	60 433	61 617	62 801	63 984	65 167	66 349	67 536	68 718	69 902	71 086
	Net S	50 767	51 856	52 940	54 024	55 111	56 194	57 279	58 364	59 448	60 533	61 594	62 636	63 674	64 713	65 753
															*	*
L-3	Gross	59 386	61 057	62 731	64 400	66 088	67 782	69 477	71 174	72 867	74 564	76 275	77 994	79 711	81 430	83 148
	Net D	45 777	46 888	48 001	49 111	50 224	51 335	52 447	53 560	54 671	55 784	56 895	58 007	59 118	60 230	61 342
	Net S	42 730	43 752	44 776	45 798	46 821	47 843	48 865	49 888	50 909	51 932	52 951	53 970	54 989	56 008	57 027
													*			
L-2	Gross	47 805	49 265	50 721	52 180	53 636	55 098	56 594	58 087	59 585	61 080	62 573	64 071			
	Net D	37 953	38 949	39 942	40 937	41 930	42 925	43 920	44 913	45 909	46 903	47 896	48 892			
	Net S	35 598	36 501	37 401	38 302	39 202	40 105	41 021	41 934	42 851	43 766	44 680	45 596			
L-1	Gross	36 422	37 791	39 157	40 525	41 891	43 258	44 627	46 018	47 418	48 820					
	Net D	30 044	31 001	31 956	32 912	33 867	34 822	35 779	36 734	37 689	38 645					
	Net S	28 341	29 222	30 102	30 983	31 863	32 743	33 625	34 494	35 359	36 226					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk, for which a two-year period at the preceding step is required.

Pensionable remuneration for purposes of pension benefits and pension contributions

Effective 1 November 1999

(United States dollars)

	Steps														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
L-7	145 798	149 111	152 424	155 734	159 047	162 360									
L-6	129 131	131 779	134 426	137 069	139 717	142 497	145 334	148 171	151 004						
L-5	114 283	116 679	119 074	121 470	123 866	126 259	128 655	131 052	133 444	135 841	138 236	140 638	143 205		
L-4	94 487	96 825	99 159	101 493	103 832	106 166	108 502	110 839	113 174	115 509	117 843	120 185	122 518	124 853	127 191
L-3	78 640	80 648	82 656	84 660	86 670	88 676	90 682	92 692	94 793	96 989	99 182	101 377	103 571	105 764	107 961
L-2	64 516	66 315	68 108	69 904	71 698	73 494	75 289	77 081	78 880	80 674	82 468	84 265			
L-1	50 238	51 968	53 691	55 416	57 142	58 865	60 594	62 317	64 041	65 768					

Appendix II (rule 211.1)

STAFF RULES 111.1 AND 111.2

Rule 111.1

Establishment

(a) Joint Appeals Boards shall be established in New York, Geneva, Vienna, Nairobi and at such other duty stations as may be designated by the Secretary-General to consider and advise the Secretary-General regarding appeals filed under the terms of staff regulation 11.1.

(b) Each Joint Appeals Board shall be composed of:

(i) Chairpersons appointed by the Secretary-General from among a list presented by the joint staff/management machinery in respect of the staff representative body or bodies at the duty station at which the Board is established;

(ii) Members appointed by the Secretary-General;

(iii) An equal number of members elected by ballot of the staff under the jurisdiction of the Board.

The number of chairpersons and members of each Board shall be determined by the Secretary-General upon recommendation of the joint staff/management machinery in respect of the staff representative body or bodies at the duty station at which the Board is established.

(c) The chairpersons and members of the Joint Appeals Board shall be appointed or elected for two years, shall be eligible for reappointment or re-election and shall remain in office until their successors are appointed or elected.

(d) A chairperson may be removed from a Joint Appeals Board by the Secretary-General upon recommendation of the joint staff/management machinery in respect of the staff representative body or bodies of the duty station at which the Board is established. The members appointed by the Secretary-General may be removed by him. The members elected by the staff may be recalled by a majority vote of the staff under the jurisdiction of the Board concerned, taken at the initiative of any staff representative body at the duty station at which that Board is established.

(e) Each Joint Appeals Board shall establish its own rules of procedure, which shall specify how its presiding officer and, where necessary, any alternate presiding officers shall be selected from among the chairpersons.

(f) Each Joint Appeals Board may, by a majority vote of all its chairpersons and members, recommend to the Secretary-General changes in the present chapter of the Staff Rules.

(g) The secretariat of each Joint Appeals Board shall consist of a secretary and such other staff as may be required for its proper functioning.

Rule 111.2

Appeals

(a) A staff member wishing to appeal an administrative decision, pursuant to staff regulation 11.1, shall, as a first step, address a letter to the Secretary-General, requesting that the administrative decision be reviewed; such a letter must be sent within two months from the date the staff member received notification of the decision in writing.

(i) If the Secretary-General replies to the staff member's letter, he or she may appeal against the answer within one month of the receipt of such reply;

(ii) If the Secretary-General does not reply to the letter within one month in respect of a staff member stationed in New York, or within two months in respect of a staff member stationed elsewhere, the staff member may appeal against the original administrative decision within one month of the expiration of the time limit specified in this subparagraph for the Secretary-General's reply.

(b) At any time after a request for review has been submitted but before a panel of the Joint Appeals Board has been constituted to hear an appeal, conciliation may be sought on the issues involved at the initiative of the Secretary-General, or the staff member, or the presiding officer of the Joint Appeals Board. The presiding officer shall refer the matter for that purpose to a chairperson or member of the Joint Appeals Board. This procedure is without prejudice to the right of the staff member to pursue an appeal under the provisions of this rule if the issues cannot be resolved through conciliation.

(c) Neither a request for administrative review under paragraph (a) above nor the filing of an appeal under paragraph (d) below shall have the effect of suspending action on the contested decision.

(i) However, the staff member concerned may request a suspension of action on such decision by writing to the Secretary of the appropriate Joint Appeals Board under paragraph (d) below. The request shall set forth the relevant facts and indicate how implementation would directly and irreparably injure the staff member's rights;

(ii) Upon receipt of such a request, a panel of the Board shall be promptly constituted, and shall act expeditiously. If the panel, after considering the views of both parties, determines that the decision has not been implemented and that its implementation would result in irreparable injury to the appellant, it may recommend to the Secretary-General the suspension of action on that decision:

a. Until the time limits specified in subparagraphs (a) (i) or (ii) have passed without an appeal having been filed, or

b. If an appeal is filed, until a decision on the appeal is taken;

(iii) The Secretary-General's decision on such a recommendation is not subject to appeal.

(d) An appeal pursuant to paragraph (a) or a request for suspension of action pursuant to paragraph (c) above shall be filed with the Secretary of the appropriate Joint Appeals Board, to be determined as follows:

(i) With respect to staff members serving at a duty station at which a Board has been established or who are administered by organizational units located at such duty station, it shall be the Board;

(ii) With respect to former staff members who last served at a duty station at which a Board has been established or who were administered by organizational units located at such a duty station, it shall be that Board;

(iii) With respect to all other staff members and all other former staff members, it shall be the Board established in New York, provided that the Secretary-General may decide, at the request of the staff member, to refer the appeal to another one of the Boards or to establish an appropriate ad hoc body. Such staff members or former staff members may meet the time limits specified in subparagraphs (a) (i) or (ii) by delivering the requisite submissions within such limits to any office of the United Nations for transmission to the appropriate Board.

(e) (i) For the consideration of each appeal, the presiding officer of the appropriate Joint Appeals Board shall constitute a panel of the Board, composed as follows:

a. A panel chairperson from among the chairpersons of the Board;

b. A member selected from among those appointed by the Secretary-General;

c. A member selected from among those elected by the staff;

(ii) In constituting such panels, the maximum possible rotation of chairpersons and members of the Board shall be observed: the modalities of such rotation shall be specified in the rules of procedure of the Board. No person who has assisted the Secretary-General in a conciliation procedure referred to in paragraph (b) shall serve on a panel established to consider an appeal relating to the same case;

(iii) Before a panel undertakes consideration of an appeal, the parties shall be notified of the proposed composition thereof. The presiding officer of the Board may, at the request of either party, disqualify the chairperson or either member if, in the opinion of the presiding officer, such action is warranted to ensure impartiality. He or she may also excuse the chairperson or either member from serving on the panel;

(iv) Subject to the principles set out in subparagraphs (i) to (iii), the presiding officer of the Board shall fill any vacancies arising on the panel.

(f) An appeal shall not be receivable unless the time limits specified in paragraph (a) above have been met or have been waived, in exceptional circumstances, by the panel constituted for the appeal.

(g) At the duty station where the appeal is considered, the designated representative of the Secretary-General shall submit a written reply within two months following the date of receipt of the appeal.

(h) Proceedings before a panel shall normally be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing, in one of the working languages of the Secretariat.

(i) A staff member may arrange to have his or her appeal presented to the panel on his or her behalf by another serving or retired staff member. The staff member may not, however, be represented before the panel by any other person.

(j) Where the competence of the Joint Appeals Board is in doubt, the panel constituted for the appeal shall decide.

(k) In the case of termination or other action on grounds of inefficiency or relative efficiency, the panel shall not consider the substantive question of efficiency but only evidence that the decision was motivated by prejudice or by some other extraneous factor.

(l) The panel shall have authority to call members of the Secretariat who may be able to provide information concerning the issues before it and shall have access to all documents pertinent to the case. Notwithstanding the preceding sentence, should the panel wish to have information or documents relating to the proceedings of the appointment and promotion bodies in questions involving appointment and promotion, it shall request such information or documents from the Chairperson of the Appointment and Promotion Board, who shall decide on the panel's request, taking into account the interests of confidentiality. This decision of the Chairperson is not subject to appeal. The Chairperson of the panel shall determine which documents are to be transmitted to all members of the panel and the parties.

(m) In considering an appeal, the panel shall act with the maximum dispatch consistent with a fair review of the issues before it.

(n) Within one month of the date on which the consideration of an appeal has been completed, the panel shall, by majority vote, adopt and submit a report to the Secretary-General. The report shall be considered as constituting a record of the proceedings in the appeal and may include a summary of the matter as well as all recommendations that the panel considers appropriate. Votes on the recommendations shall be recorded and any member of the panel may have his or her dissenting opinion included in the report.

(o) Notwithstanding the above, if the appeal involves a claim having a cumulative maximum value not in excess of one thousand five hundred dollars ($1,500), on account of salary, emoluments or any other entitlement under the Staff Regulations and Staff Rules, such claim shall be considered a "small claim" and shall be dealt with accordingly under appropriate rules of procedure which the Joint Appeals Board competent to hear the appeal may have adopted. Such

rules may require the designated representative of the Secretary-General to submit comments within thirty days of receipt of the claim from the Joint Appeals Board secretariat.

(p) The final decision on the appeal will normally be taken by the Secretary-General within one month after the panel has forwarded its report, and shall be communicated to the staff member, together with a copy of the panel's report. The Secretary-General's decision and a copy of the panel's report shall also be transmitted to a designated officer of the staff representative body or bodies at the duty station at which the Joint Appeals Board is established, unless the staff member objects.

(q) To enable staff members to exercise their right to make application to the Administrative Tribunal under article 7, paragraphs 2 (b) and (c), of its statute, the Secretary of the Joint Appeals Board concerned shall, at the request of the staff member, communicate to him or her the report of the panel, if the Secretary-General has not made a decision upon the report within a period of one month after the date on which the report was submitted to him.

Appendix III

EDUCATION GRANT ENTITLEMENTS APPLICABLE IN CASES WHERE EDUCATIONAL EXPENSES ARE INCURRED IN SPECIFIED CURRENCIES

(Effective 1 January 1999)

Currency	*(1) Maximum amount admissible educational expenses and maximum grant for disabled children*	*(2) Maximum education grant*	*(3) Normal flat rate when boarding not provided*	*(4) Additional flat rate for boarding (at designated duty stations)*	*(5) Maximum grant for staff members serving at designated duty stations*	*(6) Maximum admissible educational expenses (attendance only)*
Part (a)						
Austrian schilling	167 310	125 483	42 351	63 527	189 010	110 843
Belgian franc	423 000	317 250	113 176	169 764	487 014	272 099
Danish krone	77 400	58 050	20 709	31 063	89 113	49 788
Deutsche mark	30 777	23 083	6 848	10 272	33 355	21 647
Finnish markka	54 000	40 500	12 828	19 242	59 742	36 896
French franc	61 200	45 900	16 320	24 480	70 380	39 440
Irish pound	6 561	4 921	1 777	2 666	7 587	4 102
Italian lira	21 830 000	16 372 500	4 763 220	7 144 830	23 517 330	15 479 040
Japanese yen	2 301 120	1 725 840	525 930	788 895	2 514 735	1 599 880
Luxembourg franc	423 000	317 250	94 000	141 000	458 250	297 667
Monaco (French franc)	61 200	45 900	16 320	24 480	70 380	39 440
Netherlands guilder	28 836	21 627	6 716	10 073	31 700	19 881
Norwegian krone	71 632	53 724	16 682	25 023	78 747	49 389
Pound sterling	13 613	10 210	2 973	4 459	14 669	9 649
Spanish peseta	1 572 710	1 179 530	387 658	581 486	1 761 016	1 055 829
Swedish krona	91 575	68 681	20 615	30 922	99 603	64 088
Swiss franc	23 435	17 576	4 982	7 473	25 049	16 792
Part (b)						
United States dollar (other than United States)	13 000	9 750	3 164	4 746	14 496	8 781
Part (c)						
United States dollar (in United States)	20 748	15 561	4 299	6 449	22 010	15 016

Where educational expenses are incurred in any of the currencies set out in the table above, the applicable amounts are set out in columns (1) to (6) against those currencies. Where educational expenses are incurred in the United States of America, the applicable amounts are set out in columns (1) to (6) against part (c) above. Where educational expenses are not incurred in any of the currencies set out in part (a) above or in the United States, the applicable amounts are set out in columns (1) to (6) against part (b) above.

Attendance at an educational institution outside the duty station

(i) Where the educational institution provides board, 75 per cent of the allowable costs of attendance and of the costs of board up to the maximum indicated in column (1), with a maximum grant indicated in column (2) per year.

(ii) Where the educational institution does not provide board, a flat sum as indicated in column (3), plus 75 per cent of the allowable costs of attendance up to a maximum grant as indicated in column (2) per year.

Attendance at an educational institution at the duty station

(iii) The amount shall be 75 per cent of the allowable costs of attendance up to the maximum indicated in column (1), with a maximum grant as indicated in column (2) per year.

(iv) Where such an educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Secretary-General, no school in that area would be suitable for the child, the amount of the grant shall be calculated at the same rates as specified in (i) or (ii) above.

Staff serving at designated duty stations with inadequate or no education facilities with attendance at an educational institution at the primary or secondary level outside the duty station

(v) Where the educational institution provides board:

a. 100 per cent of the costs of board up to the maximum indicated in column (4); and

b. 75 per cent of the allowable costs of attendance and of any part of the costs of board in excess of the amount indicated in column (4), with a maximum reimbursable amount as indicated in column (5).

(vi) Where the educational institution does not provide board:

a. A flat sum for board as indicated in column (4); and

b. 75 per cent of the allowable costs of attendance, with a maximum reimbursable amount as indicated in column (5).

(vii) Paragraphs (v) and (vi) above are not applicable to special missions.

00-26036 (E) 010300